English Orthograp[illegible]

EX BIBL. [illegible] ABERD.

OR,

The Art of WRITING

AND

[illegible]ELLING True ENGLISH,

In Three PARTS.

PART I.

Contains all what is necessary for the L[illegible] Orthography, and every Letter considered in p[illegible]

PART II.

Contains the Spelling part, with Rules [illegible] rections for Reading, Spelling and Understand[illegible] Words, with the Abbreviations in Letters and Figures, [illegible] easie Rules to understand the Stops or Pauses, and an Ex[illegible] one with all Marks and Directions.

Together with a Table of the most material W[illegible] spelt differently and sounded alike; very nece[illegible] by those who have not learn'd the Grammar [illegible] English.

PART III.

Presents the Learner with ample and [illegible] structions how to write Letters of all Sorts, and [illegible] ner of Persons, and the Titles of Honour and Respects due to all Ranks, with Beginnings and Conclusions [illegible]

Also usual Precedents for Common Affairs, [illegible] for Persons of all Ranks.

By *JOHN CHALMER*, Teacher of the Art of Writing and Accounts, &c.

Ingenium nisi sit studium [illegible] est sine fructu.
Hæc [illegible] conjuncta, fructificare solent.

LONDON.

Printed for *Joseph H[illegible]*, [illegible] against the *Royal Ex[illegible]* in Co[illegible] 1687.

English Orthography:

The Art of WRITING

AND

SPELLING

EX BIBL. UNIV. ABERD.

Engliſh Orthography,

Containing

The *Art* of *Writing* Right And *Spelling* Well:

With *Directions* for *Reading Engliſh* and *Writing Letters* to Perſons of all Qualities.

Very *neceſſary* for *young Perſons* both *Men* and *Women*, eſpecially thoſe who have not learned the Grammar.

PART I.

CHAP. I.

Of the Letters *and* Characters *of the* Engliſh *Tongue.*

ORthography is the *Art* of *Writing* Right and *Spelling* Well. This *conſiſts* in placing the *true* Letters and *proper* Characters, appertaining to every *word*, in their *due* and *rightful order.*

The *firſt* thing, therefore, to be conſidered, will be the *Characters* or *Letters.*

A *Letter* is the *ſmalleſt* part of a *word* that can be *written.*

In *Engliſh* there are twenty ſix Letters.

a b c d e f g h i j k l m n o p q
r ſ t v u w x y z.

Theſe following are the ſeveral *Phænomena* or *appearances* of Characters amongſt us.

The great Engliſh Letters.

𝔄 𝔅 ℭ 𝔇 𝔈 𝔉 𝔊 ℌ ℑ 𝔎 𝔏 𝔐 𝔑 𝔒 𝔓
𝔔 ℜ 𝔖 𝔗 𝔘 𝔛 𝔜 ℨ.

The ſmall Engliſh Letters.

𝔞 𝔟 𝔠 𝔡 𝔢 𝔣 𝔤 𝔥 𝔦 𝔧 𝔨 𝔩 𝔪 𝔫 𝔬 𝔭 𝔮
𝔯 𝔰 𝔱 𝔲 𝔳 𝔴 𝔵 𝔶 𝔷.

The great Roman Letters.

A B C D E F G H I J K L M N O P Q
R S T V U W X Y Z.

The ſmall Roman Letters.

a b c d e f g h i j k l m n o p q
r ſ t v u w x y z.

The great Italian Letters.

A B C D E F G H I J K L M N O P Q
R S T V U W X Y Z.

The ſmall Italian Letters.

a b c d e f g h i j k l m n o p q
r ſ t v u w x y z.

CHAP.

BIBL. UNIV. ABERD.

CHAP. II.

Of Vowels *and* Diphthongs.

THE *Letters* are divided into *Vowels* and *Conſonants*.

The *Vowels* are *a*, *e*, *i*, *o*, *u* and *y Greek*.

A *Vowel* maketh a *perfect ſound* of it ſelf, without a *Conſonant*; as *a man*, *e-very*, *i-dolatry*, *o Lord*, *u-biquity*, *y-cleped*: But this *laſt* ſort of *words* are now almoſt *obſolete* and *out* of *uſe*.

Two Vowels *conjoyned* together make a *Diphthong*, which is either *Proper* or *Improper*.

Proper Diphthongs are *two* Vowels *written* and *ſounded* together, being 8 in number: *ai*, *ei*, *oi* *au*, *eu*, *ou*, *ee*, *oo*.

But when 2 *Vowels* meet together, and but *one* of them is *ſounded*, they are accounted *Improper* Diphthongs, and commonly *reckoned* 6, *ay*, *ey*, *oy*, *aw*, *ew*, *ow*.

The *Proper* ones occur in the *beginning* and *middle* of words: as *aim*, *either*, *oiſter*, *author*, *feud*, *ſound*, *bleed*, *book*.

But when the *ſame* ſound waits upon the *end* of a word, then they become *Improper* Diphthongs; as, *pray*, *prey*, *imploy*, *draw*, *few*, *plow*.

Au, *eu*, and *ou* are ſounded like *aw*, *ew*, *ow*, and ordinarily *appear* in the *front* and *middle* of words: but *ſometimes*, when the *ſound* is *flattiſh*, then the *Improper* muſt be uſed; as, *award*, *ewer*, *own*, or *Drawer*, *Brewer*, *Flower*.

Sometimes 3 Vowels come *crowding* together, and muſt be pronounced, as *eau* in *Beauty*, *ieu* in *lieu* [*i. e.* Place, a *French* word] *uai* in *acquaint*, *uee* in *Queen*. Theſe and the *like*, are by *ſome* ſtiled *Tripthongs*, which not being of any *conſiderable uſe*, are not *much* taken *notice* of.

But the Young Tyro, *who* begins *to* read,
Is not concern'd *ſuch* niceties *to heed*:
Though when more Wit *and* Reaſon *do command*,
Then it is fit *ſuch things to* underſtand.

CHAP. III.

Of Conſonants.

Conſonants are Letters, which of *themſelves* can make *no ſound*, without the *aſſiſtance* of a *vowel*; they are in number 20.

b, c, d, f, g, h, j, k, l, m, n, p, q, r, ſ, t, v, w, x, z.

Amongſt *theſe*, 8 are *Mutes*, or *dumb* Letters, which make *no* ſound of themſelves, but require the *Letter* [e] at the *end*, to *help* them out.

b, c, d, g, k, p, q, t.

There are, likewiſe, 8 which we may term *ſemi-vowels*, or half Vowels, becauſe they *commence* their *ſound* with the *vowel* [e] and *terminate* in *themſelves*: viz, j, f, l, m, n, r, ſ, x.

Five are Liquids, becauſe they *loſe* their *force* and *efficacy*: as l, m, n, r, ſ.

When the *ſtrength* of the *ſound* of any word reſteth upon a *Conſonant* in the *beginning*, *middle*, or *ending* of a word, then the *Conſonant* muſt be writ *double*: as *addition*, *common*, *contract*, and the *like* words, very *frequent* in the *Engliſh* Tongue.

Ingenious *Youths the* myſtery *will* find,
If once they fix *the* notion *in their* mind:
And by their little doubtings *will unſcrew*,
More *than their* Maſters *either* taught *or* knew.

CHAP. IV.

Of the Letters, *in order.*

TO *ſpeak* or *write* exactly, is a work, which requireth much *time*, and much *care* and *application*; wherefore, that you may *ſurmount* all *difficulties* and hardſhips of *Orthography*, I judge it *expedient* to conſider the *force* and *propriety* of *every* Letter in the *Alphabet*, by it ſelf.

Many

Many *words* have certain *Letters* in them that are *not ſounded*, and *others* which have not their *proper* ſound; and ſome *laſtly*, that are *indued* with the *ſound* of *an other*, which of neceſſity muſt create a *mighty impediment* to the *Candidates* of our *Tongue*, both in *pronunciation* and *ſpelling*.

A is ſounded *flat* before a *double Conſonant*, as *all*, *attract*.

Sometimes it *loſeth* its *ſound*, as in *Iſaac*, *Aaron*, *Pharaoh*, *Balaam*.

B is not pronounc'd in *Lamb*, *doubt*, *thumb*, *dumb*.

C hath *two* ſounds, that of [k] and that of [ſ.] When it comes *before a*, *o*, *oo*, *u* it *imitates* the ſound of [k] as *Cat*, *Comb*, *Cook*, *Cuſtom*: but when it *precedes e*, *i*, *y* or *ee*, it ſounds like [s] as *Cell*, *Cider*, *Cypreſs*, *exceed*.

Ch in all words of a *purely Engliſh* ſtamp, hath a *peculiar* ſound both *before* and *after* a Vowel, as *change*, *Cheapſide*, *Checquer*, *Church*, and after a vowel, as *reach*, *preach*, *much*.

But in a word of *Hebrew* or *Greek* Origination [ch] emulates the ſound of [k] as in *Chileab*, *Nebuchadnezzar*, *Malchus*, *Lyſimachus*, *Eunuch*, *Stomach*, *Architect*: except ſome *few* words, as *Rachel*, *Cherubim*, and where a *conſonant* follows, as *Arch-biſhop*.

C coming betwixt a *vowel* and [k] is *not* pronounced, but onely *fortifies* the ſound of [k] as *ſack*, *mock*, *ſtock*.

Alſo when it is written *after* ſ, it has nothing to *do* with its own *peculiar* pronunciation in *Conſcience*, *Diſciple* and ſuch as derive from the *Latine*: it onely makes the [ſ] ſomewhat *ſharper* than ordinary.

D is not ſounded in *Bridge*, *Priviledge*, *Pledge* and ſuch *like*; but yet it *ſeems* to *give* a *vigour* to the *pronunciation* of them.

E is *often* written, but *not* pronounc'd at the *end* of a word, as *vertue*, *houſe*, *fire*, *frame*: but it is *otherwiſe* in words of more immediate *foreign* derivation; as *Epitome*, *Conge*, *Jeſſe*, *Jubile*.

When it is plac'd at the *end*, it ſerves onely to *lengthen* the *word*, and is never *pronounced* at the *end* of a word *truly Engliſh* but in theſe *Monoſyllables me*, *he*, *we*, *be*, and the like: For it hath *no ſound* in a word of 2 *Syllables*.

E ſhould never come after [ſs] at the *end* of a word; I know it is not ſeldom *written* and *printed* otherwiſe: yet being *taken* away from *ſome* words, it quite *alters* the ſenſe, as *fire*, *made*, *fare*; leave out the [e's] and the *ſenſe* is altogether *loſt*, as *fir*, *mad*, *far*.

In *many* words [e] gives a *ſoftning* reliſh to the *ſound*, and prolongs the *tone* of them, as *price*, *force*, *Grace*, *age*, *Stage*, &c.

When a word *ends* with a *double* Conſonant it is *needleſs* to put [e] after it, as *conteſt*, *hall*, *conſtruct*, &c. In *former* times we find, they were ſo *enamour'd* with *this* Letter, that they generally brought up the *rear* of *every* word with it that could any ways *bear* it; and ſome indifferent Heads either through *inadvertency* or *obſtinate ignorance* carry on the *humour* ſtill, which to the *underſtanding* readers is ſufficiently *ridiculous*.

F keeps its own natural force in all words and never loſeth its ſound.

G hath *two* ſounds, one *hard*, as in *Gold*, *Guide*, *Ghoſt*, and another *ſharp*, as in *George*, *General*; *both* which ſounds are ſometimes *found* in *one* word, as in *ſuggeſt*, *exaggerate*. But if *a*, *o*, or *u* follow the *later* ſound, the *word* muſt not be *written* with [G] but with [J] conſonant, as *James*, *Joſeph*, *Juſtice*.

It is alſo *ſilent* in *many* words, as in *ſi.gm*, *ſign*, *Sovereign*, *foreign*.

[gh] is ſounded like [ff] in *laugh*, *cough*, *enough*, without any *reaſon* but onely what may be *deduced* from *vulgar* cuſtome. Some imagine, it is, becauſe the *Engliſh* cannot *guttural* it nor *pronounce* any thing through the *throat*, with whom I ſo *far* agree as to *think*, that moſt of them take no *delight* to do ſo.

In *other* words it is *not* at all pronounced; as in *might*, *ſtraight*, *weight*, *right*.

H the *Romans* by no means *admit* to be a *Letter*, and the *Grecians* reject it, for that they have no *Character*, but onely a *poor point* for it. But the *Engliſh* have very *kindly* beſtow'd a *Character* upon it, ſo that it is *allowed* to be a *member* of the *family* of *Letters* in general: But why it ſhould not be ſo in *particular*, I ſhall not ſtay here to *determine*, but leave it to *another* opportunity.

H is *rarely* pronounced in *ſuch* words as *Chriſtopher*, *Thomas*, *Rhetorick*, *Rheum*; and at the *end* of all *Hebrew* words it is *loſt*, as *Shiloah*, *Sarah*, *Jeremiah*.

I *Vowel* is not ſounded in *Parliament*, *faſhion* and the like.

J *Conſonant*, which I will *take leave* to *ſtyle* by the *name* of [*jod*] when *ſituated* before a *Vowel* is ſounded as *g*, and muſt be written *different* from an [i] *vowel*, as in *juſt*, *judge*, with a long *trole* at the *bottom*.

I add [*jod*] and [*vau*] (for ſo I have preſumed to call [v]) to the 24 Letters, as two *diſtinct* and *ſeparate* Letters, having

having as great *discrimination* from [*i*] and [*u*] both in *form*, *nature* and *sound*, as any of the *other* Letters have from *one another*.

K is never *doubled* in any *English* word, but has the *addition* of C to fortify its *pronunciation*, as *black*, *Clock*; though in words of the *Hebrew* Idiom and *off-spring* it may be *otherwise*, as in *Habbakkuk*.

K is *needless*, and may be indifferently *left* out or *put* in at the *end* of all words *derived* from the *Latine*, as in these words *public*, *Physic*, *Arithmetic*, and the like.

L is omitted in *many* words, as *half*, *Calf*, *calm*, *Salve*, *Salmon*, *Faulcon*: Yet this happens according to the *Gentileness* of the *mouth* that pronounceth it.

L is *doubled* at the *end* of all words of *one Syllable*, as *Hall*, *small*, *call*, *fill*, *kill*, unless the Monosyllable have a *diphthong*, then it terminates with a *single* [l] as *hail*, *pail*, *fail*.

All words exceeding one *Syllable* which *end* in [l] should *conclude* with a *single* [l] although many *Scholars* take little *notice* of it in *writing*, as *substantial*, *Cathedral*, *General*, *real*, *continual*, *immortal*, except when the *strength* of the *sound* depends on the *last* letter; as *rebell*, *compell*, *repell*, *destill*, &c.

M is never *left* out of any *word*, and is always *unchangeable* in its *sound*.

N is not pronounced in *solemn*, *hymn*, *Autumn*, *condemn*, words of *Latin* Extraction.

O misseth its sound in many words, as *Youth*, *courage*, *People*, *jeopardy*.

[oo] is sounded like *woo*, as in *choose*, *roof*, nevertheless it sounds a *short* [u] in *good*, *blood*, *stood*, *hood*.

P is not pronounced in *Psalm*, *contempt*, *sumptuous*, *symptom*, and the like.

Ph hath the sound of [f] in *many* words, as *Philip*, *Triumph*, *Theophilus*.

Q is never written without [u] *vowel*.

R is no-where *superfluous*, but is evermore *expresst* where it is *written*.

S loseth its sound in *Viscount*, *Island*. It is sounded like [z] in *many* words, as *pease*, *busie*, *praise*, *raise*, which may be *ascribed* to the *vicinity* and *neighbourhood* of the *vowels* and *diphthongs*, causing the *Tongue* to *dwell* the longer on the *consonant*.

Ti must be pronounced like [si] always *before* a vowel, as *fruition*, *contrition*: but if no vowel *follow*, then it must be *sounded*

as it is *written*. However; if [t] come before [ti] then it is *pronounced*, as it lieth *naturally* in the word, as *queſtion*, *combuſtion*.

V *conſonant* [or vau] differs very *much* from [u] *vowel*, and from [w] and ought to be *regarded* with a very *carefull* eye, ſeeing it is a *grand errour* to write [u] *vowel* for [v] *conſonant*, as *many* do in ſuch words, as *love*, *vain*, *Vulture*, *value*, which look *diſmally* altogether in *vowels* thus, *loue*, *uain*, *uulture*, &c.

U *vowel* is *omitted* in the *pronunciation* of *theſe* words, *guard*, *gueſt*, *guide*, &c.

W is ſeldom ſounded *after* [o] or *before* [r] as *ſhallow*, *meadow*, *widow*, *write*, *wrath*, *wrangle*.

X never begins any word without an [e] before it, except *proper* names, as *Xerxes*, *Xenophon*, *Xeno*.

Y is put commonly at the *end* of *many* words for [ie] although [ie] is the *better*, and moſt *natural* way, which I ſhall not here *diſpute*, but *leave* every man to his *own judgment* or *caprice*.

Y is never written in the *middle* of any word that is *truly Engliſh*: but we *often*-times meet with it in words *borrowed* from the *extraneous* and *dead* Languages, as *Apocrypha*, *Gymnoſophiſt*.

Z is very *rarely* uſed in *Engliſh*, becauſe [s] has the *ſame* ſound in *many* words.

Bleſt *be the* man, *who* Letters *firſt did find*,
To bleſs *with nice* Inſtructions *all* Mankind:
Surely the Heavenly Powers *inſpir'd his* mind.
To ſlight *ſuch* Sacred Gifts *we ſhould be* ſorry,
From whence we draw Prophane *and* Sacred *Story*:
Let us be thankful, *and give* God *the* glory.

CHAP.

CHAP. V.

Of Capitals.

THE *Capital* Letters are of *great* uſe (though extremely *neglected*) as being *proper* on *many* occaſions, eſpecially theſe *following*.

1. In the *beginning* of all *Writings*, *Paragraphs* and *Periods*.

2. The *firſt* Letter of all *Proper Names*, *Chriſtian* and *Sirnames*, and *Titles* of *all* ſorts.

3. Names of *Arts*, *Sciences*, *Dignities*, *Offices*, *Trades* and *Imployments*.

4. All remarkable *Paſſages* and *Sentences* are uſually *written* in great *Capitals*, as *Rev.* 19. 19. *JESUS OF NAZARETH.*

5. The *Perſonal* Pronoun [I] muſt be always a *great* Capital.

6. When we write to *great* and illuſtrious *Perſonages*, and *nominate* them either by *noun* or *pronoun*, we are to uſe Capitals, as,

We will and command you, &c.
Our will and pleaſure is, &c.
Your *Grace's Petitioner*, &c.
Your *Lo. commanded me*, &c.
You *are to appear before Us*, &c.

7. In things *Sacred* and *Divine:* we ſhould take *care* always to write [*God*] with a *great* Letter to demonſtrate the *great* awe we have of him, and the great *deference* and *veneration* we pay him.

8. And laſtly, every *Line* in *Poetry* muſt begin with a *great Letter*, as in the *enſuing* verſes.

If thou take pains *in what is* good, *the pains*
Doth quickly vaniſh, *but the good* remains.
If thou take pleaſure *in a* naughtie *thing*,
The ill *remains*; *the* pleaſure *pains doth bring.*
What worſe *art thou for* pains, *when* gon *at laſt*,
Or what availeth pleaſure, *when it's* paſt?

CHAP

CHAP. VI.

Of abbreviations *in* Capitals *and* other *Letters*, &c.

THE *Romans* uſed to make two, three, or more *Capitals* ſtand each for ſome *notable* or *cuſtomary* words, as *S. P. Q. R.* ſtood for *Senatus Populus-que Romanus*, The Senate and People of *Rome*. After them, *we* are accuſtomed to uſe them *ſeveral* ways: As for *marks* upon *Books*, *Plate*, and *Moveables*; and for *denotations* of ſome *eminent* and *memorable Names* and *Titles*, as J. R. *Jacobus* Rex, King *James*; *M. R. Maria Regina*, Queen *Mary*; A. C. *Archi-Epiſcopus Cantuarienſis*, The Arch-Biſhop of *Canterbury*; S. A. C. *Summus Angliæ Cancellarius*, The Lord High Chancellour of *England*, &c. S. S. T. D. *Sacro Sanctæ Theologiæ Doctor*; or D. D. Doctor of Divinity; B. D. Batchelor of Divinity; L. L. D. Doctor of Laws; R. S. S. Fellow of the Royal Society; M. A. Maſter of Arts; V. *vide*, ſee; N. B. *Notâ benè*, note well; P. P. Penny Poſt; ℞ *Recipe*.

In like manner, the *Romans* uſed *Capitals* for their *numeral* Letters and Figures, which are ſtill in *uſe* amongſt moſt *Chriſtian* Nations on *Houſes*, *Monuments* and *Books*, &c.

Their *Characters*, *powers* and *ſignifications* are as follow.

I	1	One
II	2	Two
III	3	Three
IV	4	Four
V	5	Five
VI	6	Six
VII	7	Seven
VIII	8	Eight
IX	9	Nine
X	10	Ten
XI	11	Eleven
XII	12	Twelve
XIII	13	Thirteen
XIV	14	Fourteen
XV	15	Fifteen
XVI	16	Sixteen
XVII	17	Seventeen
XVIII	18	Eighteen

XIX	19	Nineteen
XX	20	Twenty
XXX	30	Thirty
XL	40	Forty
L	50	Fifty
LX	60	Sixty
LXX	70	Seventy
LXXX	80	Eighty
XC	90	Ninety
C	100	One hundred
CX	110	One hundred and ten
CXX	120	One hundred and twenty
CXXX	130	One hundred and thirty
CXL	140	One hundred and forty
CL	150	One hundred and fifty
CLX	160	One hundred and sixty
CLXX	170	One hundred and seventy
CLXXX	180	One hundred and eighty
CXC	190	One hundred and ninety
CC	200	Two hundred
CI or D	500	Five hundred
M or CIↃ	1000	One thousand
IↃↃ	5000	Five thousand
CCIↃↃ	10000	Ten thousand
IↃↃↃ	50000	Fifty thousand
CCCIↃↃↃ	100000	One hundred thousand
IↃↃↃↃ	500000	Five hundred thousand
CCCCIↃↃↃↃ	1000000	Ten hundred thousand
MDCLXXXVI	1686	One thousand six hundred eighty six.

As thus *Letters* expreſs *Figures*, ſo ſometimes we find *Figures* expreſſing *Letters*, as 4° for *Quarto*, 8° for *Octavo*, 12mo for *Duodecimo*, 9 for *us*, 7^{ber} for *September*, 8^{ber} for *October*, 9^{ber} for *November*, 10^{ber} for *December*, X^{ian} for *Chriſtian*.

Abbre-

Abbreviations are uſed in *writing* for the more *conveniency* of writing *ſhort*, and *diſpatching* buſineſs; and they are as follow.

Matie	for *Majeſtie*	Merch^{t}	for *Merchant*
Sa.	*Sacred*	Ex^{ers}	*Executors*
Exc^{ll}.	*Excellency*	C^{r}	*Creditor*
Gr.	*Grace*	D^{r}	*Debitor* or *Doctor*
Hig^{ſs}	*Highneſs*	Obj.	*Objection*
Lo^{P}	*Lordſhip*	Sol.	*Solution*
La^{P}	*Ladiſhip*	D^{d}	*Delivered*
B^{P}	*Biſhop*	Re^{d}	*Received*
Wo^{P}	*Worſhip*	M^{rs}	*Miſtris*
Wo^{ll}	*Worſhipful*	Liev^{t}	*Lieutenant*
S^{r}	*Sir*	L^{rs}	*Letters*
M^{r}	*Maſter*	obt.	*obtain*
Eſq;	*Eſquire*	Aug.	Auguſt
Yeo.	*Yeoman*	Chap.	*Chapter*
Sch.	*Scholar*	Ver.	*Verſe*
Qu.	*Queſtion*	P.	*Page*
Anſ.	*Anſwer*	Lin.	*Line*
Gen^{ll}	*General*	Fol.	Folio
Govr	*Governour*	Md.	Memorandum
Gov^{t}	*Government*	S^{t}	*Saint*
Honble	*Honourable*	P^{nts}	*Preſents*
Illuſt.	*Illuſtrious*	Pet^{r}	*Petitioner*
K^{t}	*Knight*	p^{d}	*paid*
L^{d}	*Lord*	Req^{ſt}	*Requeſt*
Capt.	*Captain*	Sev^{rl}	*Several*
Coll.	*Collonel*	Tre^{re}	*Treaſure*
Com^{r}	*Commiſſioner*	Tre^{ry}	*Treaſury*
Adm^{l}	*Admiral*	Yo^{rs}	*Yours*
Adm^{rs}	*Adminiſtrators*	y^{e}	*the*

y^t	for *that*	$\bar{p}$	*pre*
w^t	*what*	q^t	*containing*
y^m	*them*	q^{rs}	*quarters*
&	*and*	w^{ch}	*which*
viz.	*videlicet*, to wit	w^{th}	*with*
$\mathfrak{p}$	*per*	&c.	*and so forth.*
$\mathfrak{P}$	*pro*		

English

Engliſh Orthography.

PART II.

CHAP. I.

Of Spelling *and* Dividing *of* Syllables.

AFTER this *brief* Conſideration of the *ſeveral* Letters in the *Alphabet*, according to their *ſingle* capacities, I ſhall now *proceed* to ſpeak of them (as it were) *conjoin'd* in *ſociety*, with reference to *others*, being *reduc'd* within the *compaſs* and *dominion* of words.

Thoſe who have *learnt* the *Grammar*, if they but mind *Orthography*, accompliſh themſelves in *one* (though not the *leaſt*) part of *learning*. And although we find *many* by a fatal *experience* to *neglect* it, and arrive onely to a *mediocrity* of *perfection*, and too frequently not *that* neither, to the *reproach* of *pretenders* to *Learning*, *Orthography* being an *eſſential* part thereof: Yet my *following* practical *Rules* are for the moſt part *deſign'd* for the *aſſiſtance* of thoſe who *never* had (or have caſually neglected) the *opportunity* of Learning.

I give theſe *Rules* from my own *practice* and experience, becauſe I have *taught* ſeveral of *both Sexes*, who were altogether *ignorant* of any *Grammar*, to *ſpell* true *Engliſh* to a very great *perfection*, and indeed *better* than many who have learnt the *Grammar* and *other* things alſo.

§ The *onely* way for *Ladies*, and *ſuch* who have not had *Grammar-erudition*, is to obſerve *carefully* theſe following *Directions*.

1. When you have *attain'd* to write *indifferently* well, *pry* curiouſly into every *word* you write, and diligently *enquire* how it is *ſpelt*, and *written*.

2. You

2. You muſt get *ſomebody* to reade *ſoftly* and eaſily to you according as you can *follow* him at firſt *ſpelling* as *well* as you can your own way; And when you have *done*, let *ſome* who have *skill*, reade over what you have *written*, and *correct* it: by doing this *frequently*, you will not *fail* to *attain* a conſiderable *perfection* in ſmall time.

3. When you can *ſpell* pretty well, *uſe* your ſelf to *read* what your *Genius* moſt leads you to; and when you *read*, it is very *convenient* to keep an *Alphabet* of all the *hard words* you find, of whoſe *ſignification* you are *ignorant*: and for your *farther* inſtruction, ask ſome *underſtanding* perſon, or at your own *leaſure* apply your ſelf to a *Dictionary*, where you may get the *true meaning* and *ſignification* of any *word* you ſhall find.

By this *method* you will not only *learn* to *ſpell* well, and *underſtand* the *meaning* of all words you meet with, but alſo to *read well*; that is, to have a *true notion* in your *mind* of what you *read*: for, it is hardly *poſſible* for any man to *read* well that which he does *not underſtand*. He may *perform* ſuch a thing ſometimes, I confeſs, by *chance*, and *accidentally*; but it is granted on all hands, that there is a *Language* of *ſound* and of *poſture*, as well as of *Letters* and *Syllables*, and, that

He who does read, *and* knows *not the* full *ſenſe*,
Hath but the pratling Parrot's *Eloquence*.
But he that reads, *and* underſtands *aright*,
Humours *the* Senſe, *and* charms *you with* delight.

Let *ſome* people *read*, and you can make *nothing* at all of the *matter*: Some again of a *truly ingenious* frame, and *nice conſtitution* (for *ſo* I muſt *eſteem* him that *reads* well) do give ſuch *life* and *motion* to the *things*, that they in a manner *inchant* the *hearers*, and make them *inhibe*, and throughly *underſtand* the *Senſe* and *meaning*.

What makes *Plays* more *taking* from the *Actor's* mouth, than when the *ſame words* are read in *downright* print, proceeds from this *Source*, becauſe the *Poet* hath *inſtructed* the *Player* with the moſt *intimate* intrigue of his *own mind*, and (as I may ſay) with the very *heart* of his *intention*. Whereas the *print* is only the *dead Letter*, *dull* and *inſenſible*, having nothing but the *ſtock* of the Poet's *wit* to *ſubſiſt* on, and *engage* the *Reader*, who, if he hath *ſeen* the *ſame* Play acted, is oftentimes *compell'd* to be *beholden* to his *Memory* for his *pleaſure*.

In

In *writing* you muſt not *divide* a *Syllable*, *that is*, you are not to *write* one *half*, or one *Letter* of a *Syllable* in *one* Line, and the *reſt* in the *next*: but if your *Line* will not *contain* all your *word*, you muſt either *divide* it *rightly*, or *write* all your *word* in the *next* Line, which is the *beſt way*.

When a *Conſonant* is *doubled*, or when two *Conſonants* come *together*, they are *divided* thus: the *one* to the *firſt* Syllable; the *other* to the *laſt*: as *Ad-der*, *dif-fer*, *ſel-dom*, *Trum-pet*.

If a *Conſonant* come *between* two Vowels, you muſt *join* the *Conſonant* to the *Vowel* following it: as *be-came*, *re-port* [x] onely excepted, which is evermore *annexed* to the *Vowel* going before: as *Ox-en*, *ex-er-ciſe*.

If a word conſiſt of two *words*, and the *firſt* part of the *compoſition* had the *ſilent* [e] in the *ſimple* word, it retaineth it in the *compound*, and is *joined* to the *Conſonant* before it: as *where-of*, *where-in*, *where-by*, *ſafe-guard*.

If two or three Conſonants which can *begin* words, come *betwixt* two Vowels, they muſt not be *parted*, but muſt even *ſtrike* in with the *Vowel* following: as *con-ſtrain*, *con-ſtruct*.

Theſe are the Conſonants *which* begin *words*.

bl, br, cl, ch, cr, dr, dw, fl, fr, gl, gn, gr,
kl, kn, kr, ph, pl, pr, ſc, ſh, sk, ſl, ſm, ſn,
ſp, ſq, ſt, ſw, th, tr, tw, wh, wr.

Sometimes there are three Conſonants together at the *commencement* of *words*, and theſe are *chr*, *phr*, *ſcr*, *ſhr*, *ſpr*, *ſtr*, *thr*.

Thus in the world *of* Letters *there is* found
A beauteous *harmony of* place *and* ſound,
As in the greater *World and* myſtick Book
Of lovely *Nature nothing is* miſtook:
So when each Letter *hath its* proper place,
The words *run* ſweet, *and give the* Writing grace.

CHAP. II.

Of Monoſyllables.

SPelling well is the *dividing* words into *Syllables*, and *allotting* to each *Syllable* its due and *proper* Letters, as *vi-o-lence*, *vi-li-fy*.

Moſt *words* in the *Engliſh* Tongue are *ſpelt* according to the *ſound:* but it is *beſt* to adhere to the *rules* of *true ſpelling*.

For your better *conveniency* and more *happy* procedure in *this* kind, I have carefully *collected* and *methodically* digeſted the *greateſt* part of thoſe *words* which have any *difficulty* in them of 1, 2, 3, 4, 5, 6, and ſome of *more* Syllables, whereby you may ſee how they are *ſpelt*, and from *whence* you may draw ſuch *general deductions* and *obſervations*, as may *extend* to the right *underſtanding* and *ſpelling* any word you *meet* withal.

A Table *of* words *of* one *Syllable*.

A

Acre
act
ancle
angle
awl.

B

Bath
badge
breadth
brought
bought
bough
branch.

C

Chriſt
church
cleanſe
caught
check
cloath
cough.

D

Dawn
dearth
drudge
draught
dough
drought
dumb
dwarf.

E

Earn
enough
eight
ews
eyes.

F

Fault
filth
flight
fraught
friend
fringe
fright.

G

God
glad
ghoſt
grief
growth
grudge
gueſt
guide.

H

Health
hatch
hearth
height
hymns.

J

Judge
joint
juice.

K

Knight
knives
knors.

L

League
laugh
length
light.

M

Month
might
mouth
mulct
myrrh.

N

Naught
neigh
nigh
night
nought.

O

Ought
oar
oaths
oaks.

P

Plight
plunge
plague
pierce
pſalms.

Quake

Q	S	ſtrength.	V	W	woe whore.
Quake	Schiſm	T	View	Wealth	
quench	ſcourge		vaunt	weight	Y
quacks	ſcour	Taught	vow	weave	
quick.	ſearch	through	vail	world	Young
	ſchool	tongue	voice.	wrought	youth
R	ſhrine	twelve		write	yaucht
	ſhoo	twelfth	U	wound	year
Reign	ſhould	though		wrath	yawn.
reins	ſlight	thought	Urge	wreath	
right	ſleight	troughs	Uſe	wrung	Z
rough.	ſigh	twins.		wooll	Zeal
	ſign			woo	Zone.

Theſe are the words, *to which though* nature,
Hath ſting'ly lent *but a* ſmall ſtature,
So as for Pigmies *they may* paſs,
Yet they great *vertues in* ſmall *ſpace*
Do comprehend, *and* ſeem *to be*
That Artful *Dames Brachygraphie:*
For GOD himſelf and King, World, Man,
Are but the inch *of* words, *not* ſpan.
Than GOD or World, *what* greater *things,*
Or, GOD'S Lieutenants, Sacred Kings?
Ev'n Mar. *who* all words *did* invent,
Is with one Syllable content.

CHAP. III.

An Alphabet *of words of* two Syllables.

A	af-ſwage	af-ſault	B	blaſ-pheme
	ab-jure	aug-ment		be-lieve
Ab-ject	ac-quaint	ac-cept.	Bap-tiſm	back-bite
af-flict	ac-count		birth-right	ban-quet
an-guiſh	af-fright		bleſ-ing	blame-leſs.

C

Coun-cil
coun-ſel
charg-ing
crea-ture
chal-lenge
cym-bals
chan-ging
caſe-ment
cau-ſey
con-duct
com-pact
con-duit.

D

Da-mage
de-ſcribe
diſ-charge
diſ-ſolve
diſ-patch
diſ-tinct
di-vorce
doc-trine
dam-ned
diſ-ciples
diſ-charge
daugh-ter.

E

E-nough
eye-brow
ex-cept
ex-change
earth-quake
e-ſchew
ex-tinct
e-vil.

F

Friend-ſhip

feign-eth
fruſ-trate
fa-mine
fe-male
fierce-neſs
flou-riſh
four-teenth
fro-zen.

G

Gal-lant
grum-ble
grudg-ing
griev-eth
guard-eth
gal-lows
glut-ton
goſ-pel.

H

Hai-nous
high-neſs
hence-forth
hut-band
hyſ-ſop
he-rauld
he-brew
hire-ling
ho-nour.

J

Je-ſus
juſ-tice
judg-ing
jay-lor
jour-ney
jea-lous

I

I-mage

in-creaſe
itch-ing.

K

King-dom
kinſ-man
know-ledge
knight-hood

L

Lan-guiſh
laugh-ter
lec-ture
light-ning
lov-ing
lin-t rns
lat-ter
laugh-ing
lea-thern
le-o-pard
lodg-ings.

M

Man-kind
maid-en
mar-tyr
miſ-chief
mort-gage
mer-chant
mur-ther
migh-ty
moiſt-ure

N

Neigh-bour
naugh-ty
nei-ther
neg-lect
nor-thern
nour-iſh.

O

Off-ſpring
ob-ject
ob-ſcure
op-preſs
or-chard
ob-tain
o-racle.

P

Pru-dence
par-lour
pave-n e nt
par-tridge
pen-knife
peo-ple
pe-riſh
pil-grim
pic-ture
prieſt-hood
preach-er
purg-ing.

Q

Quak-er
quar-rel
quick-en.

R

Re-venge
re-joice
re-proach
re-ſcue
re-ceive
reck-on
re-ſtraint
ru-mours.

S

Sab bath
ſcourg-ing
ſcrip-ture
ſack-cloath
ſafe-guard
ſa-lute
ſcan-dal
ſcor-ner
ſhip-wrack
ſlaugh-ter.

T

Tranſ-greſs
tranſ-late
trea-ſure
threa-ten
to-ken
treſ-paſs
tri-umph
tri-bute
twi-light.

V

Vain-ly
val-ley
va-pour
veſ-ſel
vine-yard.

U

U-nite
un-juſt
uſe-ful.

W

Writ-ing
wa-ges
wed-lock

wed-lock work-man Y yel-low Z
weigh-ing writ-ten. yiel-ding.
whi-ther Yeo-man Zea-lous.

Contemplate Vertue's *charms: her very* name
Doth fill *and* ſweeten *all the* breath *of* Fame.
Of old, fond Lovers, *in the* Bark *of* Trees
Incis'd *their* Miſtreſs *names, there to encreaſe.*
Vertue *thy* Miſtreſs *be: and* write *her* name
Upon thy heart, *as* clear *as is thy flame:*
And then no doubt † two ſyllables *will ſoon* †*Ver-tue.*
Bring *unto thee* wealth, honour *and* renown.

CHAP. IV.

Paradigm's *of Words of* three Syllables.

A

Ac-com-pliſh
ac-know-ledge
ac-cep-tance
ac-cor-ding
ac-quaint-ance
ad-vo-cate
af-flict-ed
af-ter-ward
an-ſwer-ed
aſ-ſur-ance.

B

Back-bit-ers
bap-tiz-ing
bar-bar-ous
be-guil-ed
be-liev-ers
blaſ-phem-er
bleſſ-ed-neſs
bar-ren-neſs.

C

Cham-pi-on
chan-cel-lor
ce-le-brate
chaſ-tiſ-eth
cheer-ful-neſs
chro-ni-cles
chriſ-ti-ans
cir-cum-ſpect
com-mon-wealth
che-ru-bims
car-bun-cles
care-ful-neſs
con-quer-ours.

D

Di-vorce-ment
de-creaſ-ed
de-ci-ded
de-fam-ing
de-ſcrib-ed
de-ſir-ous
diſ-tri-bute
drow-ſi-neſs
de-trac-tor.

E

En-large-ment
en-dea-vours
eſ-pouſ-als
en-croach-ing
en-cour-age
en-graft-ed
eſ-ti-mate
e-qual-ly
ec-ſta-cy.

F

Faint-heart-ed
for-ward-neſs
frank-in-cenſe
ſil-thi-neſs
fa-vour-able
fur-ni-ture
for-bid-den.

G

Gain-ſay-er
gar-ri-ſon
gor-ge-ous
go-ver-nors
griev-ouſ-neſs.

H

Hand-ker-chief
haugh-ti-neſs
he-re-ſies
huſ-band-ry
hy-po-crite.

I

Jea-lou-ſy
Jeo-par-dy.

I

Im-pla-cable
Im-put-eth
In-ſam-ous.

K

Kenſ-ing-town
kinſ-wo-man
kind-heart-ed.

L

Liev-ten-ant
li-ber-tines
lan-guiſh-ed
lov-li-neſs.

M

Mi-ni-ſter
meſ-ſi-as
ma-jeſ-ty
me-di-cine
me-di-tate
ma-giſ-trate
main-ten-ance
miſ-chiev-ous.

N

Nigh-tin-gale
nou-riſh-ing
ne-glect-ing
ne-gli-gent.

O

Ob-ſerv-ed
off-ſcour-ing
of-ten-times
o-ver-charge
op-preſſ-ing
out-land-iſh.

P

Pa-tri-arch
pa-ti-ence
per-ceiv-eſt
per-ſwa-ding
pleaſ-ant-neſs
per-ju-ry.

Q

Queſ-ti-ons
quan-ti-ty
que-ru-lous
qui-et-neſs
quar-rel-ſom.

R

Re-mem-ber
re-ceiv-ed
re-deem-er
re-main-der
re-proach-ed
re-pro-bate.

S

Sa-cri-fice
Sa-cri-ledge
ſchool-maſ-ter
ſe-pa-rate
ſe-pul-chre
ſoul-di-er.

T

Thank-ful-neſs
ta-ber-nacle
ten-der-neſs
teſ-ti-fie
tri-umph-ing.

V

Vain-glo-ry
va-ni-ties
ven-ge-ance
vic-tu-als.

Up-right-

Up-right-ly
un-will-ing
un-wor-thy
up-per-moſt
ut-ter-ance.

Wan-ton-neſs
wick-ed-neſs
wil-der-neſs
wit-ting-ly.

X

Xe-no-phon.

Yoke-fel-low
Yeſ ter-day.

Z

Zo-di-ack
Zea-louſ-ly.

I.

Hail great Tri-ſyllable! *eternal* Three!
Thou Three *in* One, *and* one *in* TRINITY!
Thou matchleſs *and* unfathomable *Myſterie!*

II.

With Thee all *ſhould* begin *and all ſhould* end,
If it end well: *If't would it ſelf* commend
To fame, *and* general uſe, *it muſt have Thee its* friend.

III.

Wherefore, let all true writers *here* agree,
And with thy Pen-men *all* true Chriſtians be,
And own this awfull truth, *which is well worthy* Thee.

CHAP. V.

Examples *of Words of* four Syllables.

A

Ac-com-pliſh-ment
a-bo-liſh-ed
ac-know-ledg-ed
af-fec-ti-on
ap-pre-hend-ing
ac-cord-ing-ly
al-to-ge-ther.

B

Bar-bar-ouſ-neſs
blaſ-phem-ouſ-ly
burnt-ſa-cri-fice
blood-guil-ti-neſs.

C

Cir-cum-ciſ-ing
con-cu-piſ-cence
con-ſci-en-ces
col-lec-ti-on.

i-ni-qui-ty.

Di-mi-niſh-ed
de-ceit-ful-neſs
diſ-ap-point-eth
de-ſcrip-ti-on
diſ-poſ-ſeſſ-ed.

E

E-van-ge-liſt
e-ſta-bliſh-ed
en-dea-voured.

F

For-get-ful-neſs
foun-da-ti-on
fa-mi-li-ars.

G

Ge-ner-ouſ-ly
gor-ge-ouſ-ly.

H

Hy-po-cri-ſy
hu-mi-li-ty
hu-mour-ſom-neſs.

I

Ig-no-mi-ny
in-du-ſtri-ous

L

Lov-ing-kind-neſs
Li-ber-al-ly.

M

Ma-le-fac-tors
mar-vel-louſ-ly
mag-ni-fi-cence.

N

Not-with-ſtand-ing
ne-ceſ-ſa-ry
ne-cro-man-cy.

O

O-ver-throw-ing
op-preſ-ſi-on.

P

Pre-ſump-ti-on
per-ad-ven-ture
per-ſe-cut-er.

Q

Queſ-ti-on-ing

R

Re-bel-li-on
re-proach-ful-ly
righ-te-ouſ-neſs
re-demp-ti-on.

S

Sump-tu-ouſ-ly
ſa-cri-fi-cer
ſanc-tu-ar-ies.

T

Tem-peſ-tu-ous
tranſ-greſ-ſi-on.

V

Va-li-ant-ly
ver-tu-ouſ-ly.

U

Un-mer-ci-ful
un-cor-rupt-ed
un-be-liev-ers.

W

Wel-be-lov-ed
won-der-ful-ly.

Four Syllables *if you would* underſtand,
Mind well theſe words, *how their* diviſions *ly*,
By which *you may the* hardeſt *then* command
And get perfection *to your ſelf* thereby.

CHAP.

CHAP. VI.

Words of five Syllables.

A

Al-le-go-ri cal
ad-mo-ni-ti-on
a-po-the-ca-ry.

B

Be-ne-dic-ti-on.

C

Cir-cum-ſpec-ti-on
con-ſum-ma-ti-on
con-fe-de-ra-cy
con-tri-bu-ti-on.

D

Diſ-o-be-di-ence
de-li-be-rate-ly.

E

Ex-tor-ti-on-er
ex-e-cra-ti-on
ex-hor-ta-ti-on.

F

Fer-ment-a-ti-on.

G

Gu-ber-na-ti-on
ge-ne-a-lo-gy.

H

Har-mo-ni-ouſ-ly
hy-po-cri-ti-cal.

J

Ju-riſ-dic-ti-on.

I

In-cor-rup-ti-ble
in-ſur-rec-ti-on.

L

La-bo-ri-ouſ-neſs
la-ſci-vi-ouſ-neſs.

M

Ma-li-ci-ouſ-neſs
miſ-con-ſtruc-ti-on.

N

Non-con-for-mi-ty.

O

Oc-cu-pa-ti on
op-por-tu-ni-ty
o-ver-ſha-dow-ed.

P

Pre-ſump-tu-ouſ-ly
pre-me-di-tat-ed.

R

Re-ſur-rec-ti-on
re-ſti-tu-ti-on

S

Su-per-ſcrip-ti-on
ſuf-fi-ci-en-cy
ſu-per-ſti-ti-on.

T

Tranſ-mi-gra-ti-on
tri-bu-la-ti-on.

V

Vic-to-ri-ouſ-ly
vi-ſi-ta-ti-on.

U

Un-righ-te-ouſ-neſs
un-ac-cu-ſtom-ed.

W

Whi-ther-ſo-e-ver.

Plenty

Plenty *o'erwhelms, but no* delight *affords*
In muſty *Catalogues of* Giant-words:
Therefore with their tall Worſhips *I ſhall be*
Short, *in regard they have been* long *with* me:
Pleaſure *and* uſe *lies in* Epitome.

CHAP. VII.

A Collection *of Words of* ſix *and* ſeven Syllables.

A

Ad-mi-ni-ſtra-ti-on
af-fec-ti-o-nate-ly.

B

Be-a-ti-fi-ca-ti-on.

C

Con-ſec-ti-on-ar-ies
Cir-cum-lo-cu-ti-on.

D

Diſ-ſi-mu-la-ti-on
De-nun-ci-a-ti-on.

E

Ex-a-mi-na-ti-on
ex-com-mu-ni-ca-ti-on
E-le-e-mo-ſi-na-ry.

F

Fruc-ti-fi-ca-ti-on.

G

Glo-ri-fi-ca-ti-on

H

Hu-mi-li-a-ti-on.

I

Im-mu-ta-bi-li-ty
In-ter-pre-ta-ti-on.

M

Mul-ti-pli-ca-ti-on.

P

Pu-ri-fi-ca-ti-on.

R

Re-ge-ne-ra-ti-on.

S

Sanc-ti-fi-ca-ti-on.

V

Vi-li-fi-ca-ti-on.

The longeſt words, *and the moſt tedious* Arts,
Are overcome *by* willing *hands and hearts.*
What Art *ſo* hard, *what* Science *ſo* obſcure;
That can the force *of* Induſtry *endure?*
The honour's *high of* power *and* great command,
But greater *far it is to* underſtand.

Theſe words are ſufficient for any Learner, abundance of words diſcourage more than they inſtruct; for if a Youth can once ſpell theſe, he may ſpell any: thoſe of riper underſtanding and years need only read theſe words over; but it is very convenient for Youth to be carefully inſtructed to know them all.

CHAP. VIII.

Of Sentences.

ALL *learned* men in the *ſeveral* ages of *humane race* have highly *approved* of *ſhort Sentences*, or expreſſing a *Thought* in *few* words.

Thoſe which are of a long *Ciceronian* ſtrain do not *yet* either want their *excellencies* or *Admirers*: but which of the *two* beſt *deſerves* the *Lawrel*, doth not belong to my *purpoſe* to *diſpute*.

However, this is undoubtedly true of them *both*, that whether you are to *write* either the *one* or the *other*, it is your *beſt way* to begin the *Line* at every *full ſtop*, or *end* of a *ſentence*. This *direction* indeed, if it were in *all* caſes *obſerved*, would take up *too* much *room*, and *ſwell* Books to a *great Volume*: and therefore a *great Letter* hath been *appointed* to *begin* each *Sentence*. But in *writing* any *buſineſs*, where we have room *enough*, I may *recommend* it not only as *neceſſary*, but *beautiful* for the Readers *attention* and *delight*.

Some men have that admirable *dexterity* of *epitomizing* things, and *couching* ſuch a *world* of *excellent ſenſe* in a few *happy expreſſions*, that the *Readers* not only *admire* them, but are *rapt* into an *ecſtacy* in the *contemplation*. *Examp. Gr.*

It is

It is a madneſs in Youth, either not to endeavour good Advice, or not to believe till their peril comes upon them, and makes them ſee it to their ſhame.

Errours by miſtakes ſhould not be too rigorouſly cenſured; but wilful Errours ſhould not be ſpared.

Pray often, becauſe thou ſineſt always: Repent quickly, leſt thou die ſuddenly.

He is a happy man, that hath all things he deſires: but he who does not deſire, the things he hath not, is happier.

Miſtruſt no man without ſome cauſe; neither be credulous without proof, &c.

Hear no ill of a Friend, nor ſpeak any of an Enemy; Believe not all you hear, nor ſpeak all you believe, &c.

A Sentence *is the* miniature *of* Thought,
And of what's truly great, *a* little draught.
Life, briskneſs, *and* proportion *there,* combine
With an immenſity *of* rayes *to* ſhine.
Not Ophyr *Gold or* Oriental *Spice*
Is like *to the* perfume *of* Sage advice,
Or is ſo glittering: *no not* Solomon
More in his glory, *than his* Proverbs *ſhone.*

CHAP.

CHAP. IX.

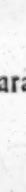
Of Points *or* Stops *uſed in* Sentences.

IN *writing* and *reading* of all *Sentences* and *Writings*, the *Points* and *Stops* are to be *judiciouſly* obſerved; otherwiſe we certainly *ſhipwrack* the *Senſe* by *ſailing* without theſe *Guides*. Upon *which* account I have *here* ſet down not only the *Stops* and *Pauſes*, but alſo all *Marks* and *Characters* uſed for the *better underſtanding* of what we *write* or *read*.

Points or *Stops*.

1. Comma
2. Semi-colon
3. Colon
4. Period
5. Interrogation
6. Admiration

Characteriz'd *thus*



Notes of *Direction*.

1. Aſteriſm
2. Hyphen
3. Caret
4. Obelisk or dagger
5. Separation
6. Apoſtrophe
7. Quotation
8. Index
9. Parentheſis
10. Crotchet
11. Section
12. Parallels
13. Paragraph

Figured in this manner

1. A *Comma* (,) is the *leaſt*, but moſt *frequently* uſed of all, taking very *little breath*, as being almoſt *every-where employed*: As,

Theſe filthy Dreamers defile the Fleſh, deſpiſe Dominion, and ſpeak evil of Dignities, Jude *v.* 8.

2. A

2. A *Semi-colon* (;) hath ſomewhat a greater *ſtreſs* than a *Comma* laid upon it, both as to the *ſenſe*, and to the *pauſe*: As,

Their throat is an open Sepulchre; with their tongues they uſe deceit; the poiſon of Aſps is under their lips, Pſalm.

3. A *Colon* is uſed when there is *full ſenſe* expreſt, but yet the Sentence is not *quite ſpent*: As,

Submit your ſelves to every ordinance of man for the Lord's ſake: whether it be to the KING, *as Supream*, 1 Pet. 2. 13.

4. A *Period*, or *Punctum* (.) *concludes* the whole *Sentence*: As,

Honour all men. Love the Brotherhood. Fear GOD. *Honour the* KING, 1 *Pet.* 2. 17.

Theſe *four* are truly *intire Sentences* of *themſelves*, and are *accordingly* written with *Periods*: but any man conſidering the *dependence* they have *one* upon *another*, may write *them* and *ſuch like* with *Colons*, except the laſt, which muſt of *neceſſity* be concluded with a *full point*.

5. A Note of *Interrogation* (?) is always plac'd after a *Queſtion*: As,

What advantage then hath the Jew? *or what profit is there in Circumciſion?* &c. Rom. 3. 1.

6. A mark of *Admiration* (!) muſt not be forgotten, when men *lift* up their *hands* or *voices* by way of *wonder* or *exclamation*: As,

Oh Death! where is thy Sting? Oh Grave! where is thy Victory? 1 Cor. 15. 55.

The Explanation of the Notes of Direction.

1. An *Aſteriſm* (*) is uſed commonly in the *Bible*, when any *Sentence* or *Hiſtory* is *alluded* to, or may be *compared* with *another*.

2. A *Hyphen* is (-) a Note of *continuation*, or *connexion*; as *Pal-mal*, *Common-wealth*, *work-man ſhip*.

3. A *Caret* (∧) is made under the *Line*, when a *word* or *more* is *wanting* and *forgotten*, ſhewing where it muſt be *taken* in.

4. An *Obelisk* or *Dagger* (†) in the *larger* ſort of *Bibles* is accuſtomed to *refer* from the *matter* to the *margent*, where it gives an *account* of the *different readings* of the *Hebrew* and *Greek Copies*.

5. A *Separation* (=) is when *one half* of a *word* is written in *one line*, and the *other half*, or a *Syllable*, is *written* in the *next*.

6. An *Apoſtrophe* (') is ſet *over* the *place* where a *vowel* is *left* out, as in theſe, *'tis* or *it's* for *it is*, *train'd* for *trained*, *bus'neſs* for *buſineſs*.

7. A *Citation* (") is, when an *Allegation* out of an *Author* is recited at *length* in his *own words*.

8. An *Index* (☞) *points* to ſome *notable Saying* or *Sentence* that ought not to *eſcape* without ſome *particular remark*.

9. A *Parentheſis* ( ) denotes, that the *words encloſed* muſt be *ſounded* ſomewhat *different* from the *reſt*, as being an *Appendix* to the *Sentence* that would be *perfect* without it.

10. A *Crotchet* [ ] is much of the *ſame nature* with a *Parentheſis*, and is *uſed* when ſome *extraordinary word* happens, and ought to be *diſtinguiſhed*, or another *Sentence*, or ſomething *farther* to explain the *meaning* after a *Parentheſis*.

11. A *Section* (§) is when an *ample* diſcourſe is *cut* and *divided* into ſeveral *larger portions*, called *Sections*.

12. *Parallels* (‖) do often *occur* in the margents of *Holy Writ*, when a *Sentence* according to the *Original* may be otherwiſe *phraſed*, and the *Senſe* not *corrupted*.

13. A *Paragraph* (¶) uſually *precedes* a *Sentence* which bears no *dependence* on what went *before*.

Pointing is of ſuch great *concernment*, eſpecially to *Scholars*, and indeed to *all*; that the *neglect* thereof make Writings *hard* to be *underſtood* or *read*; and commonly that *defect* makes the true meaning either *ignorantly* or *knaviſhly* to be *miſtaken*: as

My Son, if Sinners entice thee, conſent thou not: refraining thy feet.

Pointed otherwiſe, the Senſe is perverted thus;

My Son, if Sinners entice thee, conſent thou; not refraining thy feet.

By

By *misplacing* of *Stops*, or altogether *leaving* them *out*, to be at pleasure *put in* by *persons* concern'd, much *mischief* has been *done* in many *Places*.

In *England* that unfortunate Prince *Edward* the Second was barbarously *murthered* by his *Keeper* in *Pont-fract Castle*, (by the treachery of *Isabella* and *Mortimer*.) The Keeper [it seems] sent to *Mortimer* to know what he should do with the *King*, who *answered* him by his *Letter* thus:

Edwardum *occidere nolite timere bonum est.*

To kill King *Edward* refuse to be afraid is good.

This *Passage* in his *Letter* being *without Stops*, The *Keeper* well-knowing *Mortimer* had no *kindness* for the *King*, did as *Mortimer* truly *meant*, that is, *kill'd* the *King*; and when he was justly *question'd*, produc'd the *Letter*, which *Mortimer* own'd, but *confidently* alledg'd that his meaning was *otherwise*: *such* base *Tricks* perfidious *Villains* have practised to *pervert* Truth, and colour their *Knavery*.

Such Tricks are commonly *imposed* on the *World* by such *villainous* and *diabolical* Miscreants and *Impostors*, who give such *dubious Interpretations* on the *holy Scriptures* to the *shame* and *confusion* of *Christianity*, after the Example of their *Father* the *Devil*, who knowing himself not able to *answer* any thing truly out of the *Heathen Oracles*, reply'd to all *questions cunningly*, and so *dubiously*, that which *way* soever the thing *fell* out, he was sure to *seem* to be in the *right*.

For Instance. Doctor *Heylin* in his description of *Delphos* writes thus, *Page* 593, & 594.

" *Delphos*

" *Delphos* renowned in *old times* for the *famous*
" Temple of *Apollo*, in which with that of *Jupiter*
" *Hammon* in *Marmarica* (now reckon'd as a part of
" *Ægypt*) were the moſt *famous Oracles* of the *ancient*
" *Gentiles*: Dark *Ridles* of the *Devil*, couched and
" contrived with ſo much *cunning*, that the *meaning*
" of them was moſt *hidden*, when it was thought
" moſt *eaſie* to be *diſcerned*; *Inſtance* of *which*, that gi-
" ven to *Cræſus* in the *War* by him *projected* againſt
" the *Perſians*, which was thus delivered;

" Cræſus Halyn *penetrans magnam ſubvertit opum vim.*

" *When* Cræſus *over* Halys *goes*,
" *A mighty Nation he o'erthrows.*

" which he *interpreting* according to his *own hopes*,
" croſſed the *River*, was *vanquiſhed* by *Cyrus*, King
" of *Perſia*, and his *Kingdom conquered.* The like we
" find of *Pyrrhus*, King of *Epyrus*, who before he
" made *war* againſt the *Romans*, conſulted with the
" *Oracle*, and *received* this *anſwer*;

" *Aio te Æacida Romanos vincere poſſe.*

" which *doubtful* Prediction he thus *conſtrued*:

" *Te poſſe vincere Romanos.*

" *That he ſhould overcome the* Romans; but he found
" it to his *coſt*, that the *meaning* was, *Romanos poſſe*
" *vincere te*, *That the* Romans *ſhould overcome him*; as
" indeed it happened.

" By another *kind* of the *ſame fallacy*, which the
" *Logicians* call *Amphibolia*, did this great *Enemy* of

" *Mankind* overthrow *another*, who demanding of " the *Oracle* what *Succeſs* he ſhould have in an *Ex-* " *pedition* which he was in *hand* with, received his " *anſwer* in theſe *words*;

" *Ibis redibis nunquam per Bella peribis*

" which he *thus* pointing

" *Ibis, redibis, unquam per Bella peribis.*

" *Engag'd* himſelf in the *War*, and was therein *ſlain*: " whereupon his *Followers* canvaſing the *Oracle*, found " the *meaning* to be thus;

" *Ibis, redibis nunquam; per Bella peribis.*

Several others, too long to *relate*, are written: ſuch is the *force* of placing *Stops*, that men have *miſcon-ſtrued* their *Friends meaning*, either *ignorantly*, or *willingly*, to *excuſe* themſelves.

Points are the Compaſs, and the guiding Star
By which good Readers all directed are.
The life of Reading ſweetly flows from thence;
Theſe ill-regarded ſhipwrack all the Senſe.
The skilful Readers will the Senſe purſue,
And charm their Hearers with their reading true,
Becauſe they can give Stops and Points their due.

CHAP.

CHAP. X.

Of Superfluous *Letters*, &c.

THere is a *further perfection* in *Spelling*, which I ſhall not much *dwell upon*, as not being ſo *material* to my *deſign:* but becauſe it is worthy of *obſervation* to the *curious* I ſhall *touch* it a little;

And that is *leaving out* many *ſuperfluous* letters, which may be *omitted* in ſeveral *words*, and the *ſound* and *ſenſe* not *loſt:* but to *throw* out all *Letters*, that are *not pronounced* (as ſome deſire) would quite *mar* the *ſenſe:* for by the ſame rule we leave out [*ugh*] in *though*, we ought to leave it out in *bought*, *dough*, *bough*, *thought*, *cough*, &c.

It's true we may leave out [*ugh*] in *though*, and the like when the *ſound* will be *good* without it; but when the *ſound* and *ſignification* is *loſt* by ſuch *omiſſions* it is not *tolerable*.

Some of late leave out [*k*] in *Muſick*, *Arithmetick*, *Rhetorick*, *Logick*, *heroick* and the *like*, which is *allowable*, theſe being immediately *derived* from the *Latine*, which have no *k*, tho' the original *Greek* hath.

The *ſuperfluous* and *ſilent* [*u*] may very well be left out in *honour*, *favour*, &c. for the *pronunciation* is the *ſame* without it *honor*, *favor*, *labor*, and the *ſound* and *ſignification* are both *preſerved*.

But why ſome are for ſuch a *thorow-reformation*, as to omit [*p*] in *tempt*, *contempt*, *ſumptuous*, *ſymptom*, and the like, I know not, ſince the very *ſtrength* of the *ſound* reſts on [*p*.]

Neither can I be perſwaded to leave [*e*] out at the end of *bridge*, *pledge*, *acknowledge*, becauſe the *final* [*e*] gives [*g*] its *ſharp ſound:* for by the *ſame reaſon* we may *leave* out the [*e*] in *oblige*, *huge*, *language*, *refuge*, &c. which would make [*g*] have its *hard ſound* and quite alter the *ſenſe*.

I could wiſh it were *poſſible* to make a *general Rule* in the *Engliſh*, and *leave* out all *ſuperfluous* Letters that are not in the *pronunciation* ſounded; for then [*gh*] might take its *leave* of *many words:* But firſt to ſatisfie the *curious*, we muſt find *ſome way* to *diſtinguiſh* the *ſound* of *ſome words* pronounced *alike*, but written *ſeverally*; as in the words following, ſo much imputed by *ſtrangers* to the *imperfection* of the *Engliſh* Language, *viz.*

John Wright *the Wheel-wright,*
Can neither write, nor read right,
Yet hates a ſuperſtitious Rite.

Theſe words, likewiſe, are written *differently*, but pronounced almoſt *alike*, *white*, *weight*, *wait*, *witt*, *wett*. This ſhews the *impoſſibility* of a *general Rule*, ſo much deſired. *Theſe* and the like, make *ſtrangers* a little *uneaſy*; but to pleaſe *ſtrangers* and make our Language *familiar* to their palat, we muſt not *confound* our ſelves, as ſome would have *done*, *come*, *ſome*, and the like written thus, *don*, *com*, *ſom*, becauſe ſtrangers think they are pronounced *do-ne*, *co-me*, *ſo-me*. By this means we muſt bring all *other* words, which more *trouble* them, to their *humour*. There are *few ſtrangers* that can pronounce theſe words, *forbidden*, *hidden*, *third*, *thought*, *truth*, *ſloath*, &c. ſo there needs no ſuch *care* for ſtrangers, who can never *attain* to any *perfection* in *Engliſh* by *Book*: the onely way is by an *able Teacher* or by *converſation* amongſt *Engliſh* people which I *judge* the *beſt way*.

Words derived from the *Latine* muſt *retain* their *natural Letters* to ſhew their *derivation*, as *contemn*, *condemn*, *reſign*, *reign*, *flegm*, which come from the *Latine* words, *contemno*, *condemno*, *reſigno*, *regno*, *flegma*, &c.

Some words the *Engliſh* pronounce contrary to the *true Orthography*, without any *other reaſon* (as I ſaid before) but becauſe they pronounce nothing through the *throat*, and theſe are *laugh*, *cough*, *rough*, &c. which by *cuſtome* are thus alter'd, *laff*, *coff*, *roff*, which ſtrangers alſo *ſtickle* at. For conveniency we pronounce alſo *figh* as with *th*, &c.

CHAP. XI.

Of Words, Spelt, *or* Sounded Alike, *but of* Different Significations.

MAny words in the *Engliſh* Tongue are *ſpelt* alike, and have *divers ſignifications*: and *ſome* again have *various intentions* and are pronounced almoſt *alike*, which gives *trouble* to *young Learners*.

To

To prevent which, and to *encourage* the *Learner*, I have *collected* the *hardeſt* of theſe *words* in an *Alphabetical order* as follows,

A

A Bator, an Intruder
Abater, one that leſſens
Abettor, an Aſſiſter
Account, Eſteem
Account, of Merchants
Advice, Counſel
Adviſe, to give Counſel
Altar, for Sacrifice
Alter, or Change
Accidents, Chances
Accidence, for Children
Air, Element
Heir, of an Eſtate
Appeal, to a higher Judge
A peal, of Ringing
A pail, for Water
A peel, for an Oven
A Peer, or Noble-man
A Pier, for Ships
Appear, before one
A pear, fruit
Aunt, a Father's Siſter
Ant, an Emmet
Augur, a Wiſe man
Augure, to bore with
Attract, to draw
A Tract, or Diſcourſe
A Track, or Path
Attribute, given, or appropriate
A Tribute, paid to a Prince
Aſſent, to conſent
A ſcent, or ſmell
Aſcent, or going up
Sent, an errand

B

Batcheler, or ſingle man
Batchelor of Arts
Ball, to play with
Bale, or pack of Cards or Silk
Ball, a Company of Dancers
Bawl, or cry out
Baal, falſe God
Bark as a Dog
Bark of a Tree
Bark, or Barque, a little Veſſel
Bear, a Beaſt
Bear, or ſuffer
Bare, naked
Bier, a Corps
Beer, to drink
Babble, talk Idlely
Baubles, trifles
Babel, confuſion
Bow, to ſhoot
Bow, or bend
Bough of a Tree
Boar, a Beaſt
Bore a hole
Buy with money
By, the Prepoſition
Buoy of a Ship
Boy, or Child
By the Bie
Blew as the wind
Blue Colour
Brute or Beaſt
Bruit, or Rumor
Bread to eat
Breed, ingender
Bred, taught
Brede of Silk or Worſted
Bowl, a Cup

Boul, to play
Breath, wind
Breathe, to blow ſoftly
Beray, defile
Bewray, or diſcloſe.

C

Cavalier, a Souldier
Gaviller, Wrangler
Council of the King
Counſel, advice
Councellor, privy Councellor
Counſeller at Law
Crew as a Cock
Crue, a Company
Cenſer, for Inſence
Cenſor, a *Roman* Officer
Cenſure, or blame
Cymbal, an Inſtrument
Symbol, a mark
Cittern for Muſick
Citron, fruit
Canon of the Church
Cannon, a Gunn
Cannion of breeches
Carret, a Root
Carract of Gold, whereof 18 make a *Drachm.*

D

Dame, or Mother
Damm, or bank
Damn, condemn
Deer, Buck or Doe
Dear, or coſtly
Dear, moſt affectionate
Deſert, forſake
Diſert after meat
Deſart, a Wilderneſs
Decent, orderly
Deſcent, going down
Deſcent of an Eſtate
Diſſent, diſagree
Duke, a Title of Honor
Duck, a Bird
Demure, ſober, mild
Demurr, doubt or delay
Dew on the Graſs
Due, owing
Doe, Female-Deer
Do, or act
Dough, to make bread

E

Eminent, famous
Imminent, at hand
Exerciſe or labor
Exorciſe, to Conjure
Earneſt, Serious
Earneſt, on a Bargain.

F

Flie, to make haſte
Fly, as a Bird
Flie, an Inſect
Flea, or *flegh*
Fowl, Birds
Foul, unclean
Flower in a Garden
Flour of wheat
Floor of a houſe
Fair, beautiful
Fare, entertainment
Frieſe, courſe Cloath
Freez, congeal
Fawn, or young Deer
Faun, or flatter
Form, or ſhape
Fourm, to ſit on
Feign, falſify
Fain, deſire.

G

Guilt, offence
Gilt with Gold.

H

Heir to an Eſtate
Air, or wind
Hair of the Head
Hare, a Beaſt
Heart of any thing
Hart, a great Deer
Head, or principal part
Heed, mind
Hoop of a Veſſel
Whoop or hollow
Hue, or Colour
Hue and Cry
Hew, or Cut
Hugh, a name.

I

Inſight, skill
Incite, ſtir-up
Ingenious, witty
Ingenuous, free, well-natur'd.

J

Joynter, a Tool.
Joynture, a portion.

K

Kennel for Doggs
Channel, water paſſage.

L

Latine, a Language
Lattin, Tinn
Looſe, or untie
Loſe, or neglect
Leaſt, ſmalleſt
Leſt, a word of caution
Lettuce, an Herb
Letice, a name
Lattice, Croſs barrs
Leamons, Concubins
Limons, fruit
Luſter, a deſirer
Luſtre, ſhining.

M

Manor, Houſe
Manure, to Till Ground
Manner, faſhion
Mowe, Hay
Mow of Corn
Mortar, to build with
Morter, to bruiſe
Morning, Sun-riſing
Mourning, Lamenting
Muſsle, a Shell-fiſh
Muſcles of a Man
Martial, warlike
Marſhal, an Office
Mean, between two
Mien, viſage
Mean, poor
Mold, Earth
Mould, or frame.

N

Nice, a Town
Niece, or Brother's Daughter
Nice, or dainty
Note, or mark
Not at all.

O

O, Exclamation!
Ow, a debt
Oh, alas
Oar, or Gold duſt
Or this, *or* that
Oar, to Row
Our, or *ours*
Hour of the day
One thing
On, or *upon*
Ordure, filth
Order, or Commiſſion
Off, or far away, out of
Of, concerning
Only, ſo much
Onely, ſingular.

P

Pallet, to ly on
Palat, or taſt
Pauſe, or ſtopp
Paws, or Feet
Perſon, or body
Parſon, or Prieſt
Precedent, forgoing
Preſident or Example
Power or Authority
Pour out
Pail, for water
Peal, of Ringing
Pale, ill-coloured
Pall, or Herſe
Prophet, or foreteller
Profit, gain
Plane, a Field
Plain, ſmooth
Plan, or Model.

Q

Quarry of Stones
Quarrel of Glaſs
Quack, or pretender
Quake, to ſhake.

R

Right, or Juſt
Rite, or Cuſtom
Wright, a Trade
Write with a pen
Reed, or Cane
Read a Book
Red Colour
Retch out or ſtretch
Reach or fetch
Rome, a famous City
Rome, or wander
Room, or Chamber
Reign as a King
Rein of a Bridle
Row of Trees
Roe, or Deer
Row a Boat.

S

Sun, that ſhines
Son of a Father
Soon, quickly
Swound, or faint away
Sound, whole
Sealing of Letters
Ceiling of a Houſe
Stares, or looks earneſtly
Stairs of a Houſe
Some, or part
Sum of money
Streight, even
Strait, or narrow
Straight, by and by
Statue, or Image
Statute, or Law
Suit at Law

Sute of Cloathes
Sex, kind
Sects, factions
Seller of Goods
Cellar for Wine
Smock, a ſhift
Smoak of fire.

T

Than, in Compariſon
Then, at that time
The man or thing
Thee, or thy ſelf
Trade, or calling
Tread under foot
Tred as Birds
There in that place
Their belonging to them
To, or towards
Toe of the foot
Tow, a Rope
Too, alſo
Two in number
Tenor in Muſic
Tennor, or form.

V

Vain, Idle
Vein of blood
Vial, a little Glaſs
Viol, or Violin.

W

Waſt-thou
Waſte, or ſpend
Waſte, Emply
Waiſt, ones midle
Weight of Goods
Wait, attend
Wight, a man
Whether of the two
Whither do you go
Week 7 dayes
Wick of a Candle
Walk in the fields
Wake, or *awake* from ſleep
Weak, not ſtrong.

Theſe are the *chiefeſt* and moſt *material words* which are ſounded *alike* and ſpelt *differently*, and ought to be *carefully regarded*.

It is very *convenient*, that *Youth* be inſtructed to know theſe *words* from *careful Tutors*, who may ſet them a *task* to *write over*, and give a *good Account* of as *many* of them at a *time* as they are *capable* of: By which *method* and the *other Rules* in this Book *preſcrib'd*, I have taught *young Perſons* of *both Sexes* to *ſpell Engliſh* very well who knew *nothing* of *Grammar*.

English Orthography.

PART III.

Containing *directions* for *Writing* and *Folding* of *Letters Miſſive* or *Epiſtles.*

CHAP. I.

Of Letters *in General.*

THE *excellency* and *uſefulneſs* of *Letters* are ſo *univerſally* known and acknowledged by perſons of *all conditions* and *degrees*, that an *Eſſay* in *praiſe* of them were as *ridiculous* as *impertinent*. All the *world* knows, how *great* their *power* is in the *management* of *humane affairs* both *public* and *private*: No *man* of *ſenſe* can be ignorant what *influence* they have in the *ſecrets* of every *particular State*, how frequently *Plots* and *Conſpiracies* are *diſcovered* by them, and that they are the *beſt Fountains* out of which an *Hiſtory* can be *drawn*. 'Tis ſufficiently *known*, that by them not onely *Trade* and *Commerce* are *maintain'd* in any *one Teritory* but *Traffic* is *maintain'd* and *upheld* through the whole *habitable Earth*; and in *concluſion*, all people *agree*, that they are the *life* and *ſoul* of *Amity* and *Love*, and that *Communication* by *Letters* doth almoſt *contribute* as much to the *preſervation* of *civil Society* amongſt men, as the ſacred *obligation* of an *Oath*.

Wherefore, I ſhall not dwell upon theſe *Topicks*, it being my *Deſign* only to propoſe ſome *plain inſtructions* for the right *writing*, *ſealing* and *directing* of ordinary *miſſive Letters*, and if my

Rules

English Orthography.

PART III.

Containing *directions* for *Writing* and *Folding* of *Letters Missive* or *Epistles.*

CHAP. I.

Of Letters *in General.*

THE *excellency* and *usefulness* of *Letters* are so *universally* known and acknowledged by persons of *all conditions* and *degrees*, that an *Essay* in *praise* of them were as *ridiculous* as *impertinent*. All the *world* knows, how *great* their *power* is in the *management* of *humane affairs* both *public* and *private*: No *man* of *sense* can be ignorant what *influence* they have in the *secrets* of every *particular State*, how frequently *Plots* and *Conspiracies* are *discovered* by them, and that they are the *best Fountains* out of which an *History* can be *drawn*. 'Tis sufficiently *known*, that by them not onely *Trade* and *Commerce* are *maintain'd* in any *one Teritory* but *Traffic* is *maintain'd* and *upheld* through the whole *habitable Earth*; and in *conclusion*, all people *agree*, that they are the *life* and *soul* of *Amity* and *Love*, and that *Communication* by *Letters* doth almost *contribute* as much to the *preservation* of *civil Society* amongst men, as the sacred *obligation* of an *Oath*.

Wherefore, I shall not dwell upon these *Topicks*, it being my *Design* only to propose some *plain instructions* for the right *writing*, *sealing* and *directing* of ordinary *missive Letters*, and if my

Rules

Rules ſometimes reach perſons of a *higher Sphere*, I intend them rather for *Ornament* and *ſpeculation* than for *uſe* and *Practice*.

Firſt, it is a *great grace* to *Letters*, to be *clearly* and *punctually* written without *blotts* or *confuſion*.

But it is ſufficient for *men* of *Buſineſs* to write *Legibly* and pretty *free* from *Blotts*, altho' it is very neceſſary for young *Gentlemen*, *Ladies* and Youth in General to write Letters as *well* as ever they *can*; for it looks like *Idleneſs* or *diſreſpect* in them not to *write* their *beſt*.

All *Letters* and *Petitions* to *Superiours* muſt be written *fair* and *well*, ſince the *very writing* gives a high *recommendation* to them.

The *main Grace* thereof conſiſts in *ſpelling well*, which hath been the *deſign* of the *two former parts* of this *Book*: nothing is more *ridiculous*, than Letters *ill ſpelt*, it arguing a *mighty defect* of *Education*: whereas on the contrary, to ſee a *Letter* from a *Lady*, or one who does *not* pretend to *great Learning*, *well ſpelt*, doth add a huge *luſtre* to their *breeding*, and is much *prais'd* and *admired*.

This, tho' it be very *neceſſary* to *good Education*, and be eſteemed no *ſmall part* thereof, yet is generally *too much neglected*: but it is certainly a *great Error* in mens *judgments*; for a man that can *ſpell well*, is thought a *Scholar*, tho' he have but *little Learning*, and *Scholars* who *ſpell ill* (as *ſome* do) are thought *Ignorant*.

As it is not *ſafe* to *ſpeak*, ſo it is much more *dangerous* to *committ* any *ſecret* to *paper*, whether it concern the *State*, your *Friend* or your *Self*: for, according to the *Poet*,

Vox edita perit,
Litera Scripta manet.

Words vaniſh ſoon, and vapour into Air,
While Letters on record ſtand freſh and fair.

Letters may be *miſcarried*; or they may be *brought* againſt you as a *Witneſs*, and in *Law* they are commonly accounted the *beſt witneſſes*.

Promiſes in *Letters* are *bonds*, and therefore it is *prudence* to write nothing in a *Letter*, but what you *needs muſt*: how *common* is it to *ſay*, I have ſuch a *mans Letter*, can he *deny* his own *hand*?

" *While Oaths and Evidence ſhall bear the Cauſe,*
" *Men of ſmall Conſcience little fear the Laws.*
" *What Trade are you? a Witneſs, Sir draw near;*
" *There's Coyn depoſe what I would have you ſwear.*
But of deceit in Letters *there's no fear.*

CHAP. II.

Of Superſcriptions, *and* Appellations *in* Letters.

YOU are to *conſider* firſt, *to whom* you write, ſo that you may pay *reſpect* proper to the *perſon*, and give *every man* his *due Title:* and therefore you muſt take *eſpecial care* firſt of the *Superſcription*, which is *two-fold.*

The *firſt* lyeth *within* your Letter, and conſiſts in *beginning* it *aright*, that is, *Appellations* proper to *perſons* of all *Ranks* and *Orders* amongſt men. The *ſecond* I *ſhall* conſider in its due *place* and *time.*

For your *better Inſtruction* I will here ſet down ſome *examples*, how to *begin* Letters to perſons of all *Characters* and *Conditions*, by which you may *ſee*, what *Reſpect* and *Deference* is due to them. But when you write to *perſons* you *know* very well, or dare uſe *familiarity* with, you need not *confine* your ſelf to any *Rules.*

Amongſt *familiars* and *equals* it is common to uſe no *ſuperſcriptions* at the *beginning* but fall *preſently* to the *buſineſs* in hand, putting your *Epithet* or *Title* in a *Parentheſis* thus:

Yeſterday (My Lord) *I received yours*, &c.
I ſhall not fail (Sir) *to obey*, &c.
My urgent occaſions (Dear Father) *require*, &c.
I came laſt night late from Windſor: (Dear Harry) *come and let me ſee thee*, &c. and ſo on any exigence, *&c.*

Tho' it ſhows a *profound reſpect* to uſe *Superſcriptions* eſpecially to *Superiours*, yet I leave every one to his *inclinations:* it is ſufficient here to *tell* what is moſt *proper* on *ſuch occaſions.*

Forms

Forms of *Superſcriptions* or *Appellations* in *Letters.*

To the King: Sir *(alias)* May it pleaſe Yo^r Majeſty: *or*, Sacred Sir: *or*, Dread Sovereign.
To the Queen: Madam, *or*, May it pleaſe Yo^r Matie,
To the Princeſs: Madam, *or*, May it pleaſe Yo^r Royal Highneſs.
To a Duke: My Lord, *or*, May it pleaſe Yo^r Gr.
To a Dutcheſs: Madam, *or*, May it pleaſe Yo^r Grace,
To a Marqueſs: My Lord, *or*, May it pleaſe Yo^r Lordſhip.
To a Marqueſs's Lady: Madam, *or*, May it pleaſe Yo^r La^p,
To an Earl: My Lord *(aliàs)* Right Hon^le.
To his Lady: Madam, *or*, Right Hon^le.
To a Viſcount: My Lord, *or*, Right Hon^le.
To his Lady: Madam, *or*, Right Hon^le.
To a Baron: My Lord, *or*, May it pleaſe Yo^r Lo^p,
To a Baroneſs: Madam, *or*, May it pleaſe Yo^r La^p,
To all Ladies, and Gentlewomen indifferently: Madam,
To a Baronet: Sir, *aliàs*, Right Worſhipful,
To a Knight: Sir, *or*, Right Worſhipful,
To an Eſquire: Sir, May it pleaſe Yo^r Worſhip,
To any Gentleman: Sir, *or*, Much Honoured,

¶ At the *end* of your *Letter*, Repeat the ſame again towards the *left hand*, thus:

My Lord,

Yo^r Graces moſt, *&c.*

Tho'

Tho' (as I ſaid *before*) amongſt *equals* and *familiars* you may uſe your *diſcretion* without *Ceremony*, (which is *inconſiſtent* with *common Affairs*) yet it is *convenient* to give *Superiours* rather *too much* than *too little Reſpect*.

The ſeveral *Degrees* of the *Engliſh Nobility* are alſo *differenced* and *Diſtinguiſhed* one from another by their *Titles* and *Enſigns* of *Honour*.

A *Duke* hath the *Title* of *Grace*, and, when he is *writt-to*, may be ſtil'd, *Moſt High, Potent and Noble Prince.*

A *Marqueſs*: *Moſt Noble and Potent Lord.*

An Earl *the ſame.*

A Viſcount, *Right Potent and Noble Lord.*

A Baron, *Right Noble Lord.*

When you write to a *Perſon* of *Quality*, you are to leave a *great diſtance* between the *Superſcription* or *firſt line* and the *ſecond line* or beginning of your *Letter*: for, the *greater diſtance* you leave the *greater reſpect* you ſhow; as you may ſee by the *Examples* of *Letters*, which I ſhall have *occaſion* to *ſhow* in the *laſt Chapter* of this *brief Treatiſe*.

When you write to your *familiars*, near *Relations* or thoſe you are very *intimate* with, *great* and *lofty Complements* are not ſo well *taken*, which ſeem to *proceed* rather from *Affectation* than a man's *natural Addreſs*: ſo that the *beſt way* is to uſe your own *familiar* and *uſual Expreſſions*.

As the Title of *Sir*, or *Maſter* is generally given to *all Gentlemen* or *others* (tho' ſometimes *mean Perſons*) ſo the Title of *Madam* or *Miſtreſs* is univerſally beſtow'd upon *all Gentlewomen* and others (provided they be not of very *Low* and *baſe Condition*:) ſuch is the *frank* and *Bountiful* courteſy of *England* above other *Nations* to the *Female Sex*.

The Title of *Lady* is not only attributed to all the *Nobility*, but likewiſe to *others* of *lower Rank*, that come under the *notion* of *Gentlewomen*, (who upon that Account are much in *Arrears* to the *Engliſh Civility* and *reſpect* for them) both in *writing* and *ſpeaking*, altho' in *Law* it is not *allowed*.

To thoſe *A-kin* to us it is uſual to aſcribe their *degree* of *kindred*: as *Dear Father*, or *Mother*, *Honoured Uncle*, or *Aunt*, *Loving Brother*, or *Siſter*, or *Couſin*: or in what *other Epithets* you pleaſe to expreſs your *affection*.

This

This is indeed the *common practice* of *England*, but it would be interpreted great *arrogancy* or *diſ-reſpect* in all other the moſt *polite* and *civiliz'd Nations:* for no man ought to mention *another's relation* to him, but when it muſt be *acknowledged* an *honour* to the perſon *addreſs'd* to.

When Perſons, who are of *near kindred* write one to another, the Perſon of *greater Quality* may expreſs the *degree* of *kindred* in the *beginning*, but it better becomes thoſe of a *meaner Character* to do it at the *latter end.*

And if your *Condition* be not *conformable*, it is wiſdom to *conceal* any *pretence* to *great men*, or to the *rich*; it being only *proper* for them to *own* you; and if you *truely deſerve*, they *will.* In men who are *neceſſitated* to live *below* their *birth*, it is great *diſcretion* to wave *pretenſions* to *great things.*

'Tis generally obſerv'd, that *true Gentlemen* are *ſilent* on ſuch occaſions; none but *baſe* and *mean-born* pretenders to *Gentility* impoſe their *Extravagant Brags* on *Company*, and for their *ridiculous vanity* are ſtill *leſs eſteem'd.*

" Firſt, God's Commands, your Parents next obey:
" A thouſand Snares, Pride, Luſt and Avarice lay.
Pretend not blood, or kindred to the Great,
But when the Truth is backt with an Eſtate:
Who would not ſmile to hear a Servile Clown,
Pretending kindred, honour and renown?

CHAP. III.

Of Proems, or Introductions to Letters.

IN the *beginning* it is *cuſtomary* and *handſome* to make ſome *preamble* or *Introduction*, which may uſher in the *main ſubject-matter:* and when this is done, your greateſt *trouble* is *paſt*; for, then your *thoughts*, which were before *bounded* up by themſelves, run *fluently*, like an *Exuberant River*, that has found a *new paſſage* for its *waters.*

I ſhall

I ſhall here for your *farther direction* ſet down *Forms* to *begin Letters* withal, uſed amongſt *all degrees*, which you may make uſe of at your *pleaſure*: and, though you are not *confin'd* to *my words*, yet you may by reading *theſe*, be enabled to expreſs your mind ſomething *better* according to your own *particular fancy*.

The *beſt* of *Secretaries* ſometimes uſe *this way* of *beginning*, though they never *tie* themſelves up to *Preſcriptions* or *Rules*: but it is very *convenient*, that thoſe of *meaner quality* ſhould uſe ſuch eſpecially to *Superiours*.

Forms of beginning Letters.

YOU have oblig'd me ſo much, that I am wholly at your command, and therefore, *&c.*

There is nothing in my power, but you may very freely command, which is but the leaſt of my duty; ſeeing, *&c.*

I cannot think of your goodneſs without admiration, ſeeing I am ſo far below your notice, *&c.*

I do acknowledge it is my duty to receive your commands with chearfulneſs, and, *&c.*

Your merits have rendred your condition ſo conſiderable, that you are the comfort and refuge of your Friends: wherefore, *&c.*

I eſteem my ſelf moſt happy in your correſpondency, for diſtance of place and length of time ſhall never alter me, *&c.*

Your abſence is very grievous to me; ſo that either return quickly, or write oftner, *&c.*

If it were as eaſie to convince, as to accuſe, men would be in a much better ſtate, and, *&c.*

If you expect thanks ſuteable to your favours, I beſeech you teach me in what manner to return them, *&c.*

The news of your good Fortune was no ſmall joy to me.

If wiſhes would do, you may eaſily conjecture what I would do.

Having the opportunity of this Bearer, I could not omit to tell you, that, *&c.*

Yours I received Yeſterday of the 13*th* inſtant, wherein you are pleaſed to acquaint me, that, *&c.*

All the News here in Town at preſent, is that, *&c.*

Your friendſhip is ſo neceſſary to me, that all my other happineſs would be imperfect without it, *&c.*

Yours I received with great ſatisfaction, and I return you many thanks for, *&c.*

The obligations you daily lay upon me, do very much ſurprize me, becauſe I cannot find any occaſion to expreſs my Gratitude.

I received your kind Token by your good Friend *J. R.* for which I return you my humble thanks.

If you expect Complements from me, you may chance to be diſappointed; for I am a profeſſed Enemy to them, being a gentile way of telling a Ly.

Though you are out of my reach, yet you are not out of my remembrance: for, *&c.*

I eſteem my ſelf very fortunate, becauſe I retain your good opinion, and, *&c.*

The ſame obſervance that a Father may claim from a Child, your kindneſs hath oblig'd me to, *&c.*

If you think me unworthy of an anſwer, pray ſend me my own Letter back again.

My laſt to you was of the 14*th* of *December* laſt, but having received no Anſwer, *&c.*

I preſume my laſt came ſafe to your hands, and therefore, *&c.*

Since you have provok'd me, I muſt make bold to tell you, that Friends and Acquaintance wou'd not know what to do with themſelves, if it were not for this bleſſed Art of Writing, *&c.*

I no ſooner received yours, but, *&c.*

If I had not a great eſteem of your Sincerity, I could hardly digeſt what I am told, *&c.*

Were I as able as I am willing, words ſhould ſoon be turn'd into actions.

It is gratitude to receive a good turn civilly, to retain it in mind, and acknowledge it, but moſt of all to endeavour to requite it: and therefore, *&c.*

You need not requeſt, but command me, ſince by obliging you I content my ſelf.

If Letters were as ſwift as wiſhes, You may aſſure your ſelf, that, *&c.*

You need not complement at this rate: for your favour and correſpondence is ſufficient reward for my ſmall endeavours.

I need not be put in mind of your Affairs: Your generous Actions will never be blotted out of my memory, nor, *&c.*

I hereby ſend you my due and humble thanks for all your kindneſſes, but eſpecially for, *&c.*

According to the advice you ſent me in your laſt, I, *&c.*

Life is a load without Friendſhip, and therefore, *&c.*

By this I ſee, that honour and preferment are rather the rewards of Flattery and Intereſt than of Vertue.

You

You have given ſuch demonſtrations of your goodneſs, that it would be ingrateful to queſtion it.

Complements will not paſs among thoſe who can diſcern reſemblance from reality: upon which account, *&c.*

Since I had the honour of your Acquaintance, I have frequently received teſtimonies of your Love, and particularly, *&c.*

The Court now affords little news, but, *&c.*

Gratitude is the poor mans vertue; and ſeeing I cannot be liberal, I will endeavour not to be unmindful of, *&c.*

Your favours to me are ſo far above my merits, that they ſurpaſs my gratitude.

According to my promiſe and that portion of obedience I ow your Commands, I here renew my proteſtations (after having rendred you many thanks for your laſt, and for the good news therein) that I will certainly, *&c.*

Next under God, I look upon you to be my beſt Friend upon Earth: I have found it ſo, and I will evermore own it.

You have been ready on all occaſions to oblige me, and therefore, *&c.*

Having *once* begun your *Epiſtle* with *theſe* or *ſuch like Expreſſions*, you may *proceed* according to your *occaſions*, for *that which is once well begun, is half ended:*

Dimidium facti, qui benè cœpit, habet.

He hath his work half done,
That hath it well begun.

CHAP. IV.

Of the main Subject, *and of the* Concluſions *of* Letters.

AFTER you have *begun* your *Letters* with ſome ſuch Expreſſion as I have mention'd in the *laſt Chapter*, according to the *quality* of the *perſon*, or your own *diſcretion*, you may *proceed* and *declare* your *mind* in your own *natural terms*, uſing *ſhort periods.*

Shun *vain Repetitions* and *Cramp words*; the *eaſieſt* and *plaineſt* ſtyle being moſt *uſual* and *commendable*, as it is the *ſtyle* of all

Languages and *Converſation*: Wherefore let it be *furniſh'd* and *compacted* with the beſt, *choiceſt* and moſt *familiar words*, neither going *before*, or coming *after* the *uſe* of the *age* you live in, nor *conſiſting* of either *antiquated* or ſuch new *upſtart words*, as our *Pamphlets* and *Novels* daily introduce.

Avoid all *obſcurity* in expreſſing your ſelf in *ſuch terms*, as men ſhall rather *admire* than *underſtand*. *Choice* Sentences and *wittie* Expreſſions being the beſt, *fitted* to the *humour* and *capacity* of the *Perſon* you write unto. You are to *conſider*, what will be regarded with *beſt attention*, and next what will leave the *ſweeteſt reliſh* and *impreſſion* in the *mind*.

Brevitie is a great *grace* to Letters: you are therefore to *examine* your ſelf, and *ſtudy* to *expreſs* your mind in the moſt *ſignificant Engliſh* words you can think of, and *convenient* for the preſent *buſineſs* in *hand*.

This you may do by avoiding *Idle Complements*, *Prefaces* and *Proteſtations*, keeping cloſe to the *matter* before you without *vain circuits* of *figures*, *digreſſions*, *conjunctions* and *flouriſhes* of pretended *Rhetoric*.

If you write to your *Superiour*, you are bound to conſider in him theſe things; *firſt*, your *intereſt* in him, *ſecondly*, his *capacity*, (for all men are not alike *gifted*) *thirdly*, his *leaſure*. You are *oblig'd* to the greater *brevity*, as his *place* is of greater *concern*, or care: For *long* and *tedious* Letters are very *troubleſome* to *Readers*.

And ſince *practice* and *uſe* in a thing brings *perfection*, therefore to be *ready* and *perfect* you muſt write *often*.

Laſtly, when you have ſaid *all* you have to ſay, *conclude* your Letter with ſome ſhort *aſſeveration* of your *affections* in the *following*, or the *like words*, not uſing always the *ſame words*, as many do.

Forms *of* concluding *Letters*.

IF I ſhall prove ſo fortunate, as to be remembred by you, it will be a great obligation upon Your, *&c.*

This great kindneſs ſhall never be forgotten by, *&c.*

Such great favours as I have received can never be forgotten but with ingratitude by, *&c.*

You have conferr'd ſuch obligations undeſervedly upon me; that, ſince they can never be requited, they ſhall never be forgotten by, *&c.*

There

There is nothing I desire more than to be continued Yours, &c.

There is nothing I value more than your favour, so that I hope nothing can perswade you that I am not Your, &c.

That God would bless you with all earthly blessings, and give you contentment here and hereafter, shall be the constant prayers of, &c.

When I think on your favours, and my deserts, I cannot but admire your goodness, and shall on all occasions continue Your, &c.

You have so much obliged me, that upon all occasions I must acknowledge my self Your, &c.

In the mean time, remember, that I am Your, &c.

I shall sooner forget my own name, than the obligation to be Your, &c.

There is nothing more pleasing to me than to have an opportunity to shew how much I am, &c.

I humbly beg, that you would be pleas'd to own me to be Your, &c.

I must repay all your kindness with the uncurrent Coin of thanks, being all the Treasure of Your, &c.

Your favours have so much surpriz'd me, that I want words to express, how much I am Your, &c.

I am so far below your notice, that I admire your goodness the more in bestowing your favours so liberally on a person, who was oblig'd to be Your, &c.

Your favours are so far beyond my merits, that they are altogether above my gratitude: it lies onely in my power to continue Your, &c.

In doing this, you will confer an obligation beyond expression upon Your, &c.

And this I desire may be registred amongst the rest of the obligations of Your, &c.

It is my ambition to be continued Your, &c.

I know nothing more at present, but that I am, &c.

I esteem my self fortunate in having this opportunity to shew, that I am Your, &c.

If this can pleasure you, you shall upon all occasions be supplied by Your, &c.

It is honour enough for me to be continued Your, &c.

Your Countenance is no small encouragement to Your, &c.

I am very proud of your acquaintance; and if you will honour me with the continuance thereof, you will oblige Your, &c.

I hope you will pardon my failings, your goodneſs being as great as my deſire to continue Your, &c.

I aſſure you, no man living can be more, than I am Your, &c.

Whatever happens, I am reſolv'd to continue Your, &c.

I cannot either be melancholy or miſerable, ſo long as you are pleas'd to continue me in quality of Your, &c.

I wiſh I could be ſo fortunate, as to tell you face to face how much I am Your, &c.

Pray pardon my tedious Expreſſions, ſince I cannot refrain to repeat the many obligations you have put upon Your, &c.

I ſhall be ready upon all occaſions to diſcharge that duty, which your kindneſs requires from Your, &c.

If you will grant this my humble requeſt, it will be a great obligation upon Your, &c.

I wiſh I had any ſuitable occaſion to demonſtrate how much I am Your, &c.

I hope you will accept of this imperfect acknowledgment, til I am able to give a perfect teſtimony, that I am, &c.

There are many more able, but none more willing than, &c.

If I had power equivalent to my will, there ſhould be no man more ſerviceable than, &c.

I ſo much honour you, that it is impoſſible you ſhould want perfect happineſs, were it in the power of Your, &c.

I wiſh it were in my power to make my Actions demonſtrate how much I am, &c.

Were my Actions as eaſie to me as words, I ſhould ſoon convince you that I am Your, &c.

If in my imployment I could be any ways ſerviceable to you it is my intereſt to be Your, &c.

The great obligations I have from you have engag'd me to live and die Your, &c.

My living depends altogether on my liberty, and ſo for both I am oblig'd to be Your, &c.

This with my humble ſervice is all from, &c.

Live pleaſantly, baniſh melancholy, and remember Your, &c.

Humbly begging the continuance of your kindneſs, I rest Your, &c.

Pray remember me kindly to all friends; and when you can ſpare time, beſtow a thought committed to a ſmall piece of paper upon Your, &c.

This with my kind reſpects to you and your worthy Lady, and my ſervice where it is due, is all from Your, &c.

S

So may all health and happineſs attend you, according to the wiſhes of Your, &c.

Believe it, *Sir*, any Commands from you ſhall be welcome to, &c.

When any thing of moment or importance fals out, I hope you will think upon, &c.

Fare well, *kind Sir*, the continuance of your correſpondence in pure love and friendſhip will be very acceptable to Your, &c.

That you may have a proſperous Journey, and a happy return, ſhall be the conſtant prayers of Your, &c.

Many things are changeable, but I am ſtill Your, &c.

If you think any thing can alter my affection, you are much miſtaken in Your, &c.

I ſhall ever count my ſelf happy, ſo long as you are pleaſed to continue me Your, &c.

You need not put me in mind of your affairs here, ſince I am reſolved to make no difference between your intereſt, and that of Your, &c.

In this I ſhall not implore your belief, deſiring to let you ſee by effects rather than words, that I am without complement Your, &c.

You may have more powerfull and conſiderable Servants, but none more than my ſelf Your, &c.

Keep your Complements for Strangers, and remember to uſe more familiarity with Your, &c.

I do not queſtion your power or your will, which makes me believe you will comply with this occaſion to oblige Your, &c.

If I had as often occaſions to ſerve you, as I have to write, my Actions ſhould declare, that I am, &c.

Return your anſwer quickly, if you love the quiet of, &c.

If I thought my abſence could occaſion your diſquiet, or my preſence were neceſſary to your ſervice, you ſhould ſee by my ſpeedy return, how much I am, &c.

The unwelcome news of your ſickneſs is the greateſt grief could happen to, &c.

In doing ſo, you will confer an obligation beyond expreſſion upon, &c.

Your countenance is no ſmall encouragement to Your, &c.

If Idle Reports can diſguſt you, it ſhall never alter Your, &c.

It lies not in the power of either foes or flattery, to alter my reſolution to be Your, &c.

If you doubt of the truth of my Inclinations to ſerve you, your Commands will make the beſt proof that I am Your, &c.

I can never think of your favours, but it renews the remembrance of my engagements to be Your, &c.

There is nothing I hate more than ingratitude; yet I am content to be called ingrateful when I shall cease to be Your, &c.

I shall never prove so ungrateful as not to confess my self Your, &c.

When the world speaks worst of me, it is some comfort to my Conscience that I find not my self so vicious as to forget what obligations I have to be Your, &c.

I beg your acceptance of this testimony of my gratitude and my earnest desires to deserve the name of Your, &c.

Though there is a deficiency in my expressions, yet there is none in my inclinations to be Your, &c.

I take it as a great favour that you employ me in any thing that may conduce to your contentment, because I am very ambitious to be Your, &c.

That God would send you a happy Journey, and a safe return, shall be the constant prayers of Your, &c.

Since nothing else will serve you, I kiss your hands, and subscribe my self yours as you deserve, &c.

I will conclude at present, but never cease to be Your, &c.

I humbly desire the help of your prayers for the prosperity of Your, &c.

When you pray, I hope you will always remember Your, &c.

And I hope the God of Heaven will prosper the endeavours of, &c.

You may freely command whatsoever lies in the power of Your, &c.

In which hopes I rest Your, &c.

I am fully convinc'd of your love by its good effects towards Your, &c.

I would do a thousand times more for your sake if it were in the power of Your, &c.

This I can assure you of, and likewise that I am Your, &c.

I have often told you by word of mouth that I love you, yet my Pen shall once more assure you that I am Your, &c.

Your desires have always been lookt upon by me as commands, which shall be ever valued by Your, &c.

We both shall be much oblig'd to you, he as your Petitioner, and I as Your, &c.

God Almighty preserve all good Christians from such things, especially your self, and Your, &c.

God

God preſerve his Majeſty, and the Royal Family, The Church, your friends and mine; this is the daily prayers of Your, &c.

All this ſhall be aſſerted by Your, &c.

You ſhall find me upon all opportunities Your, &c.

All theſe are but the leaſt part of the duty of Your, &c.

Then you are to ſubſcribe your Letters with this or the like tender of your Service.

SIR,

Your moſt humble and obedient Servant

J. C.

This muſt always be done according to the quality, condition, or relation of the Perſon to whom you write: but herein you may uſe your own diſcretion, giving every man his due.

CHAP. V.

Of dating, folding and ſealing of Letters.

WHEN you have thus concluded your Letter, read it all over, and what hath either eſcap'd your mind or pen correct prudently.

Then date your Letter at the end towards the left hand when you write to your Superiour; otherwiſe you may date it at the top: but fancy may take more place herein than judgment.

It is a Cuſtom amongſt Perſons of quality to leave no margent: which though it be a cuſtom, for which no convincing Reaſon can be aſſign'd, yet ſeeing they uſe it, it is not amiſs to uſe it to them.

But in Letters of Buſineſs a broad margent is very proper, becauſe things may be omitted, and the Perſon to whom you write, may mark every paſſage, the better to anſwer.

In folding or making up Letters, many affect odd fantaſtical forms, troubleſome to themſelves, and Readers, being frequently torn in the opening; wherefore I would recommend the plaineſt and the eaſieſt way, which amongſt all Secretaries, and men of parts, is the Cuſtom.

Next you come to ſealing, which is either with Wax, or Wafers, The firſt is eſteem'd moſt reſpectful, though the later is tolerable,

tolerable, Wafers being ready on all occaſions without farth trouble.

To ſeal with Wax, and make a good and clear Impreſſio having lighted your Wax, drop on the Paper enough to fill t Seal, then ſtir it about with the ſtick of Wax until the blac or ſmoak of the Candle be gon. Then clap on the Seal with ſudden jerk, holding it without moving till the Wax be col and you ſhall be ſure to have the full and clear Impreſſion of you Seal to great perfection.

CHAP. VI.

Of External Superſcriptions or Directions.

THE other Superſcription or direction is on the Back o your Letter, which muſt be writ very legible, and muſ contain the name and title of him to whom you write, with th exact place of his reſidence.

As I ſaid before it is improper to expreſs any degree of kin dred on the back of a Letter; it concerns not the Bearer wha alliance or relation is between the Writer and Receiver, n more than the ſuperfluous Addition of haſte and ſpeed, con tributes ſwiftneſs to the Poſt-boys Horſe.

For your better information I ſhall here ſubjoin Superſcrip tions or Directions to Perſons of all Ranks and Degrees, as Firſt

To the King: (alias) *To the King's moſt Excellent Maj or, To the Sacred Majeſty of* James *the Second.*
To the Queen: To the Queen's moſt Excellent Majeſtie
To the Prince: alias, *To his Royal Highneſs.*
To the Princeſs: To her R. H.
To his Grace the Lord A. B. of Cant.
To his Grace the Lord A. B. of York.
You may add, To the Moſt Reverend Father in God: if you pleaſe.

To

To the Right Reverend Father in God, The Lord Biſhop of L.

All Biſhops are ſo ſtiled.

All the Inferiour Clergy: To the Reverend Dr. A. B. *with the Title of his Preferment, or Dignity.*

To his Grace the D. of N.

To the Right Honourable the Marq. of, &c. *or Lord* M.

To the Right Honourable the Earl of M.

To the Right Honourable the Lord Viſcount of, &c.

To the Right Honourable the Lord, &c.

All Sons of the Nobility are Honourable, and ought to be addreſt to with great Reſpect.

To the Right Honourable Sir John W. *Knight and Baronet.*

To the Right Worſhipful Sir T. M.

To Sir J. L. *Theſe.*

Every Privy Councellour is Right Honourable.

To his Excellency L. E. *of* F. *Captain General of his Majeſtie's Forces.*

Lord Lieutenant of Ireland: *His Excellency.*

Ambaſſadours: Excellency.

To the Honourable Collonel W.

To the Worſhipful T. M. *Eſq;*

To Mr. J. F. *Theſe.*

To the Right Honourable J. J. *Lord Mayor of the City of* London.

To the Right Worſhipful, &c. *Sheriff of* L.

All thoſe that have been Lord Mayors of London *are Honourable.*

To the Worſhipful Alderman A. &c.

All men who have been Mayors of Towns, Maſters of Companies or Corporations by the King's Charter or Commiſſion, are afterwards Eſquires.

It is usual when we write to Persons of quality to put a cover on the Letter: that is a piece of clean paper put about it and seal'd, which is a token of great respect.

When you write to any Superiour, it ought to be done with very great respect and honour; here too much is better than too little. It is not every one that knows what is justly due to all degrees amongst men.

CHAP. VII.

Examples of Letters.

FOrasmuch as Precepts without Examples are generally to little purpose, I think it fitting here to add a small Packet of Letters, which may be a kind of Rule of direction as to the intire composition and frame of Letters. And first,

A Letter of Complement and Congratulation to a Great Souldier return'd from the Wars against the Turks.

My Lord,

IF the general Joy which is now diffused through the hearts of all good Christians, honest-minded men and Loyal Subjects in Christendom, besides the particular obligations I have received from Your Lordship had not an equal (or perhaps a greater) influence upon me than upon any man else, I should not have presum'd to have troubled Your Lordship at this time of publick rejoycing, but that I think by crowding in with the universal Acclamations

clamations of Chriſtendom, and in particular theſe Nations at once to commit and attone for the ſame Crime: for, my Lord, give me leave to ſay this is intended not ſo much to congratulate Your Lordſhips fortunate and honourable Eſcape out of thoſe many and glorious hazards, which a reſolute and undaunted Valour in conjunction with a moſt zealous Honour and Loyalty engag'd You in, as to applaud to our ſelves the happineſs we are like to enjoy both in Church and State, occaſioned by overthrowing of the Enemies both of God and Man, the Infidels and Rebels; and to give Your Lordſhip more particularly Your due, who being more ambitious of Honour than of Life, who ſo nobly ventur'd Yours in theſe Heroick Exploits for the Honour of Your Prince, and the Intereſt of Chriſtianity. The Hiſtorians of this Age will not be ſo ungratefull as to forget to deliver down to Poſterity this Illuſtrious Subject, where by your War-like Atchievements you ſtrive to demonſtrate the greatneſs of your Anceſtours, rather than by a vain and unperforming Muſter of their old Charters, Patents and Commiſſions: thus, My Lord, You know that by Arms Honour was firſt acquir'd, which makes me thus aſſume the boldneſs of this imperfect and ſhort attempt in Your Lordſhip's Encomium, not doubting Your pardon; which I have the greater reaſon to hope for, becauſe it is free from two Vices equally hateful to men of Arms, I mean Flattery and long Harangues.

A Let-

A Letter of Commerce to Mr. D. Bookseller at Cambridge.

Mr. D.

YOurs I received, and according to your desire herewith send you six of *Grew's Musæum's Regalis Societatis*; I am extreamly glad to hear they sell so well at that great *Musæum* of all *England*, which as it is the best Judge, so it is the best user and Repository of such Books. I have nothing to add at present, but that your returns are accepted of by,

SIR,

Your Friend to serve you

Jos. Hindmarsh.

A Love Letter to Silvia.

SInce Madam *Smith* has been so kind as to take upon her the charge of this Letter, I have ventured now to write to you. I know very well, I ought to do no such thing, and by right, I should dream as little of You as you have thought of me these three weeks. I went to look out for You with great earnestness at my Lady——House, but *Silvia* was not there nor any where else that I could hear of; so that I was forc'd to leave——— without bidding You adieu: but tho' I departed without seeing You, yet I see you but too plainly every

every day. What? cannot threeſcore miles ſeparate You from a Heart that you take ſo little care of; and cannot this Heart, that is ſo indifferent to You, divide it ſelf from You? You have made it inſenſible to all the pleaſures that here in this Town croud about it, to feel only its melancholy perplexities: they are its only imployment at preſent. Now I could wiſh You would ſomewhat qualifie them by a Letter or ſo: But now! do not write to me, a correſpondence with You is very dangerous, I am but too well acquainted what ſtyle You write in, and Your Letters would complete my ruine, when I ſhould read over a hundred and a hundred times the Characters of a hand, that has ſo much wit at its fingers ends; however, I lodge now at —— and this is my direction: Let what will happen, I will not tell You by retail all that I have endured ſince my departure with the greateſt long-ſuffering in the world; why ſhould Your Idea thus inceſſantly haunt me every where; and is not *London* a place of Refuge againſt that charming Image that always follows me? I could tell you a hundred things more, but I am afraid I have ſaid too much already: I expect an anſwer with ſuch an impatience as I wiſh You could conceive. Think ſometimes of a man that thinks of nothing but you, and be ſo gracious as to give me ſome hopes that You are pleaſed to accept of me as,

MADAM,

Your moſt devoted
humble Servant
J. R.

¶ Every Subject has a distinct sort of style and Character, as may be seen by these *three* Letters: The first is in a pompous and high way, most becoming the Souldier. The second is concise and short in its diction: saying no more than what is purely for bargain and interest. The third is a passionate and uncertain way of expressing the mind, like the fond souls of Lovers, which bear much resemblance to the Sea, from whence Love is said to have sprung.

Those that are arrived to any improvement by frequent writing of Letters, will easily see these various differences, and will take care to accommodate themselves accordingly, especially when they have once come to some moderate knowledge in business and conversation; but for the younger and unexperienc'd I shall add a few examples more.

A Letter to perswade a Friend to Marry.

Dear Harry,

AS thy Friend (and I am satisfied you think me so) I advise you as you love your interest to marry. Age comes on apace, therefore change that melancholy and uncertain state wherein you now live, for one infinitely more delightful: the conveniencies of which condition you have often admired in me by your own words, *That when my one half was abroad the other was at home.* The pleasing conversation of the Female Sex, which averts dull and melancholy thoughts, is most certainly charming; and besides, your daily expences now would go a great way in a Family, I advise you also not to set your thoughts so much on *riches* as on a good humour: If you find a vertuous good natur'd woman, educated by worthy Parents, whom you can truly love, make no more delay (begging God's assistance in such a great concern) If you chance to marry where you

you do not love, you will love where you cannot marry. I have ſeen pretty lines on that Subject which I recommend to your peruſal, that is,

" *Who makes the object of his fancy Gold,*
" *Grows cold in fancy when the money's told.*
" *And ſhe who feigns to love to live a Lady,*
" *Is Honour's Faun, I know not what ſhe may be.*

To which I ſubjoin four more thus,

But thoſe whom Love and Honour join in one;
Will love each other when the Money's gone
With mutual kindneſs labouring both for life,
Free from all grudging diſcontent or ſtrife.

Be no more faint-hearted, but nobly venture, and mind not the ſilly morals which old muſty Batchelors and bad Husbands commonly have againſt that honourable condition. This, dear *H.* I adviſe from my own experience, becauſe I enjoy all the comforts marriage can afford; think on this, and ſlight not this cordial advice of,

Your moſt affectionate Friend,

J. C.

An Anſwer to the foregoing Letter.

THere is nothing earthly (dear *Jack*) I value more ſacred than Friendſhip, and none ſo dearly as yours. I thank you heartily that you would be ſo free with me: And to let you ſee that I have both courage to venture and faith to believe it my

best course, as I have not (on that account) refused any reasonable propofals, so neither shall I reject tolerable profers. I must confess I am afraid to meet with a piece of Extravagancy and Ill-nature, which would as certainly make me miserable as the other you propound would make me happy. That I ought to marry for Love more than Money you know I am convinc'd it is my Interest, and I not only am of the opinion of your first *four* Lines, but also join with yours in the other; and were I sure to find such happiness in a married life as I have found described in another Poem on that Subject, I should not delay. The fancy is this,

"*They were so one that none could truly say*
"*Which of them rul'd or whether did obey;*
"*He rul'd because she would obey, and she*
"*In so obeying rul'd as well as he:*
"*What pleas'd him best it need no other cause*
"*To please her too but only his applause.*

Is there any man living that does not admire concord and mutual affection between Man and Wife, the greatest comfort of humane life? and were I sure to find such a Wife as God hath bless'd you with, I should soon alter the condition you so little admire; but there is such cunning (as I may truly say) on the Female side, that a man dares hardly begin; for if he once break his mind, he must either proceed to his disadvantage, or retreat dishonourably with these disingenuous reflections, He loves the Money better than the Woman, he only comes for Money, not for a Wife, *&c.* which made a worthy Person say, that it was easier to gain a hundred

new Miſtreſſes than put off one old one. To marry when a bleſs'd opportunity offers is one part of my reſolution, another is to be on all occaſions,

Your faithful Friend

and humble Servant,

H. R.

A Letter to perſwade a young Man to mind his Buſineſs.

YOU have not many Friends or Relations to truſt to, neither would I wiſh you to be troubleſome to thoſe you have: It is both your duty and intereſt to mind your Imployment (which if prudently manag'd) will get you both Friends, Money and Reputation. There is no Imployment ſo mean but theſe three qualifications, Ability, Induſtry and Sobriety will improve to a good account. The firſt you have; the other two if you want it is your own fault. Cuſtom is a ſecond nature, and if you find your ſelf addicted to any ill one, ſtrive to reform, and Cuſtom will be as kind on the better ſide. Some take pleaſure to ſit amongſt idle Company, ſpending both money and time in vain. But the worſt is, buſineſs neglected diſobliges our Benefactors, and when they conceive ill thoughts of our Conduct, certain ruin follows. Men of buſineſs ought to improve every opportunity to oblige thoſe by whom they live: this trouble is but for a while;

for it is time to take our pleaſure when our intereſt will allow. It is a great comfort (and it is looked upon accordingly) for a man to live by his own induſtry without being troubleſome to Friends, a thing grievous to a generous Spirit. This pray conſider, and deny your ſelf your humour for a time. If this my advice without deſign I lovingly give be prudently followed, you will in time be ſenſible how much I am,

Your Friend and Servant.

A Letter to diſſwade one from Diſputes about Religion.

Dear Will,

THE eſteem I bear you hath prevail'd with me to warn you of a weakneſs (you ſeem to indulge) which if continued will expoſe you to many inconveniences; and this is your readineſs to ingage in controverſies about Opinions, but eſpecially to diſpute points of Religion more paſſionately than conſiſts with good manners. Wary and prudent men ſhun ſuch unpleaſant and unprofitable diſcourſe, which rarely if ever produces any fruit but contention and diſlike, ſeeing all Diſputants contend more for Victory than Truth. No good man profeſſeth any Religion but believes it the beſt; ſo that he who undertakes to impugn that, does but upbraid him with want of Judgment in ſuch an important choice. And as ſuch attempts are very unmannerly

ſo

ſo they are full of danger, eſpecially if the Opinions be eſtabliſhed by publick Authority; for thereby you take upon you to arraign and condemn the Wiſdom of the Nation, and the Juſtice and Policy of the Government, which will be ever tender of its own Reputation: ſuch Diſputes ought to be made as remarkable for their puniſhment, as they are in themſelves hatefull for their folly. If any will needs thruſt ſuch diſcourſe upon you, it's beſt to affect as much indifferency and unconcern as you can, and to propoſe your own ſenſe rather as doubts wherein you deſire to be ſatisfied, than concluſions and fixed reſolutions. Thus, Sir, I have adventured to lay before you my weak Judgment in this nice Affair, wherein, if you ſeriouſly reflect, I hope you will find no cauſe to impute it to officiouſneſs or impertinency in,

Your Affectionate Friend

and Well-wiſher,

J. C.

A Letter to perſwade a Friend to give his Children good Education.

Dear Sir,

I Am heartily glad to hear that your two Boys are ſo hopeful Scholars, pray continue them at School, and give them no other Portions. That

good Education is the onely earthly thing here neceſſary, no man will queſtion; It teaches us to preſerve our Souls, Bodies and Eſtates. Breeding proves often a better and ſurer Eſtate than Lands, Riches and Honour; Theſe are ſubject to loſſes, chances and revolutions; but Learning is an ineſtimable Treaſure which cannot be taken away: what charges we are at upon that account, is the beſt beſtowed of any. It is no diſgrace (although a great inconveniencie) for a Gentleman to be poor, but to be illiterate or rude is a great blot to his Reputation. Education ſupplies all defects both of Birth, Riches and Honour. Amongſt the ſeveral parts of Learning I look upon Writing and Arithmetick not the leaſt; for thoſe who have neglected other Learning, are thereby in little time, and at ſmall charge made capable for any Imployment; the Pen is a certain Refuge when Trades fail; you will rarely ſee any ſober Perſon ſo qualified in want. This I adviſe, not that I think you ignorant of what is proper, but onely for the love I bear to theſe young Gentlemen, which is the duty of,

London,
March 12.
168$\frac{5}{6}$.

Your moſt obliged humble Servant,

A Let-

YOU are now of Age ſufficient (Son) to govern your ſelf, I have diſcharg'd my duty according to my ability; and ſince you are to act for your ſelf in this troubleſome World, I adviſe you, firſt, to be religious; ſhew it rather in your Actions than your Words: be alſo loyal to your King; obedience to your Prince is part of your duty towards God. Secondly, Behave your ſelf obligingly to all men, eſpecially your Neighbours both inferiours and equals; diſoblige none willingly, for one man diſoblig'd will take more pains to be reveng'd, than an hundred perſons, you have obliged, will do to be thankful. Thirdly, Let your Expences be rather within, than either equal to, or above your Eſtate. It's better to have ſufficient to keep up a middle rank, than to be forced to run in debt to maintain a higher. It is a great inconveniency to be in debt, but if you muſt, keep your word ſacredly; if you expect Reputation. Fourthly, Shun all Quarrels, Gaming and Law-ſuits, and do every thing with a cheerful Countenance and fair Language. Laſtly, Shun evil and extravagant Company, uſe honeſt and harmleſs Recreation; the reſt I refer to your own diſcretion. Theſe things well conſidered will be the means of a comfortable life and a happy end; which that you may have, and all good Chriſtians, ſhall be the hearty Prayers of,

Your loving Father,

Tr. P.

Forms of Bills, Bonds, Acquittances, &c. by which ſuch Writings may be made on occaſion.

A ſhort Bill of Debt.

March 13. $168\frac{5}{8}$.

BOrrowed and Received of *James Lawſon* the Sum of Ten Pounds *Engliſh* Money, which I do hereby promiſe to pay to him or his order upon demand; witneſs my Hand, Day and Year above-written.

Thomas Howard.

A Bill of Debt.

KNow all men by theſe preſents, that I *Henry Compton* of the Pariſh of Saint *James's Weſtminſter*, and County of *Middleſex*, Gentleman, do ow and am indebted unto *Thomas Stevinſon* of the Pariſh of Saint *Martin's in the Fields*, and County aforeſaid, Scrivener, The Sum of Twenty Pounds of good and lawful Money of *England*, to be paid to the aboveſaid *Thomas Stevinſon*, his Heirs, Executors, Adminiſtrators or Aſ-

ſigns,

ngns, in and upon the ſecond day of *June* next enſuing the date hereof, without fraud or farther delay: For the which payment well and truly to be made, I bind me, my Heirs, Executors and Adminiſtrators in the penal Sum of Forty Pounds of like Money of *England*, firmly by theſe Preſents. In witneſs whereof I have hereunto ſet my Hand and Seal the firſt day of *March*, 168⅝.

Signed, ſealed and delivered in the preſence of

John Templer,
Richard Johnſon.

Henr. Compton.

An Obligation with a Condition.

NOverint Univerſi per præſentes me Johannem Trant, *de Parochia Sancti* Margaretæ *de* Weſtm. *& Com.* Midd. *Clericum, Teneri & firmiter obligari* Edwardo Tomlinſon *de eadem Parochia & Com. Generoſo in Ducent. Libris bonæ & legalis Monetæ* Angliæ, *Solvend. eidem* Edwardo Tomlinſon *aut ſuo certo Attornato Executoribus, Adminiſtratoribus vel Aſſignatis ſuis, ad quam quidem ſolutionem bene & fideliter faciendam obligo me, Hæredes, Executores & Adminiſtratores meos firmiter per præſentes, Sigillo meo ſigillat. dat. ſexto die* Aprilis, *Anno Regni Regis* Jacobi *II. Dei Gratia Magnæ* Britanniæ, Fran. *&* Hib. *Secundo Annoq; Dom.* 1686.

The

THE Condition of this Obligation is ſuch, That if the above-bounden *John Trant*, his Heirs, Executors, Adminiſtrators or Aſſigns ſhall well and truly pay or cauſe to be paid to the above-named *Edward Tomlinſon*, his Heirs, Executors, Adminiſtrators the full ſum of One hundred pounds, with lawful Intereſt of good and lawful Money of *England*, in and upon the ſeventh day of *July* next enſuing the date hereof, at, or in the Dwelling-houſe of the ſaid *Edward Tomlinſon* without fraud or farther delay, that then this preſent Obligation ſhall be void, and of no effect, or elſe to remain in full force and virtue.

Signed, ſealed and delivered in the preſence of

John Trant.

Tho. Manly,
Robert Jacobs.

An Obligation in Engliſh.

KNow all men by theſe Preſents, that I *Thomas Hunter* of the Pariſh of St. *Martins in the Fields*, and County of *Middleſex*, Gent. am holden, and firmly do ſtand bound unto *James Howel* of the Pariſh of Saint *James's Weſtminſter*, and County aforeſaid, Grocer, in the Sum of Forty Pound of good and lawful Money of

of *England*, to be paid unto the ſaid *James Howel*, his certain Attorney, his Executors, Adminiſtrators or Aſſigns whatſoever; to the which payment well and truly to be made, I do hereby bind my ſelf, my Heirs, Executors and Adminiſtrators firmly by theſe Preſents; ſealed with my Seal. Dated the firſt day of *May*, in the Second Year of the Reign of our Sovereign Lord King *James* the Second, in the Year of our Lord 1686.

THE Condition of this Obligation, *&c.*

Upon payment of all Bonds, Bills, Accounts or Bargains whatſoever, it is proper to take an Acquittance, beſides ſeeing the Account, Bill or Bond cancell'd or croſs'd; and where Money is paid in part, onely make mention, ſo much paid in part of ſuch a Debt, Bill, Bond or Account; but when you pay a man all you ow him, it's very fit to take a general Releaſe or Acquittance.

A ſhort Acquittance.

May 1. 1686.

REceived then of *Abraham Baldwin* the ſum of Twenty Pounds in full for Goods bought by him of me; I ſay, received in full for Goods and all other Accounts, Debts, Dues and Demands which in Law, Juſtice or Equity I can any ways demand of him preceding the date hereof, witneſs my Hand, Day and Year above-written.

A General

A General Releaſe.

BE it known unto all men by theſe Preſents, That I *William Chalmer* of the Pariſh of St. *Martins in the Fields*, and County of *Middleſex*, Gent. have remiſed, releaſed and quitclaimed, and by theſe Preſents, do for me, my Heirs, Executors, Adminiſtrators and Aſſigns, remiſe, releaſe, and for ever quitclaim unto *Edward Bromley*, his Heirs, Executors, Adminiſtrators and Aſſigns, all, and all manner of Actions, Suits, Cauſes and Accounts, Debts, Duties, Reckonings, Sum and Sums of Money, Controverſies, Judgments, Executions and Demands whatſoever, which I the ſaid *William Chalmer* ever had, or which I, my Heirs, Executors, Adminiſtrators and Aſſigns, or any of us, in time to come, can or may have, to, for, or againſt the ſaid *Edward Bromley*, his Heirs, Executors, Adminiſtrators or Aſſigns, for, or by reaſon of any matter, cauſe or thing whatſoever preceding the date hereof. In witneſs whereof I have hereunto put my Hand and Seal the fourteenth day of *July*, in the ſecond Year of the Reign of our Soverain Lord King *James* the Second, and in the Year of our Lord 1686.

Signed, ſealed and delivered in the preſence of
Jo. Stuart,
Fr. Dalton.

Will. Chalmer.

A Bond

new Miſtreſſes than put off one old one. To marry when a bleſs'd opportunity offers is one part of my reſolution, another is to be on all occaſions,

Your faithful Friend

and humble Servant,

H. R.

A Letter to perſwade a young Man to mind his Buſineſs.

YOU have not many Friends or Relations to truſt to, neither would I wiſh you to be troubleſome to thoſe you have: It is both your duty and intereſt to mind your Imployment (which if prudently manag'd) will get you both Friends, Money and Reputation. There is no Imployment ſo mean but theſe three qualifications, Ability, Induſtry and Sobriety will improve to a good account. The firſt you have; the other two if you want it is your own fault. Cuſtom is a ſecond nature, and if you find your ſelf addicted to any ill one, ſtrive to reform, and Cuſtom will be as kind on the better ſide. Some take pleaſure to ſit amongſt idle Company, ſpending both money and time in vain. But the worſt is, buſineſs neglected diſobliges our Benefactors, and when they conceive ill thoughts of our Conduct, certain ruin follows. Men of buſineſs ought to improve every opportunity to oblige thoſe by whom they live: this trouble is but for a while;

for it is time to take our pleaſure when our intereſt will allow. It is a great comfort (and it is looked upon accordingly) for a man to live by his own induſtry without being troubleſome to Friends, a thing grievous to a generous Spirit. This pray conſider, and deny your ſelf your humour for a time. If this my advice without deſign I lovingly give be prudently followed, you will in time be ſenſible how much I am,

Your Friend and Servant.

A Letter to diſſwade one from Diſputes about Religion.

Dear Will,

THE eſteem I bear you hath prevail'd with me to warn you of a weakneſs (you ſeem to indulge) which if continued will expoſe you to many inconveniences; and this is your readineſs to ingage in controverſies about Opinions, but eſpecially to diſpute points of Religion more paſſionately than conſiſts with good manners. Wary and prudent men ſhun ſuch unpleaſant and unprofitable diſcourſe, which rarely if ever produces any fruit but contention and diſlike, ſeeing all Diſputants contend more for Victory than Truth. No good man profeſſeth any Religion but believes it the beſt; ſo that he who undertakes to impugn that, does but upbraid him with want of Judgment in ſuch an important choice. And as ſuch attempts are very unmannerly

ſo

ſo they are full of danger, eſpecially if the Opinions be eſtabliſhed by publick Authority; for thereby you take upon you to arraign and condemn the Wiſdom of the Nation, and the Juſtice and Policy of the Government, which will be ever tender of its own Reputation: ſuch Diſputes ought to be made as remarkable for their puniſhment, as they are in themſelves hatefull for their folly. If any will needs thruſt ſuch diſcourſe upon you, it's beſt to affect as much indifferency and unconcern as you can, and to propoſe your own ſenſe rather as doubts wherein you deſire to be ſatisfied, than concluſions and fixed reſolutions. Thus, Sir, I have adventured to lay before you my weak Judgment in this nice Affair, wherein, if you ſeriouſly reflect, I hope you will find no cauſe to impute it to officiouſneſs or impertinency in,

Your Affectionate Friend

and Well-wiſher,

J. C.

A Letter to perſwade a Friend to give his Children good Education.

Dear Sir,

I Am heartily glad to hear that your two Boys are ſo hopeful Scholars, pray continue them at School, and give them no other Portions. That

good Education is the onely earthly thing here neceſſary, no man will queſtion; It teaches us to preſerve our Souls, Bodies and Eſtates. Breeding proves often a better and ſurer Eſtate than Lands, Riches and Honour; Theſe are ſubject to loſſes, chances and revolutions; but Learning is an ineſtimable Treaſure which cannot be taken away: what charges we are at upon that account, is the beſt beſtowed of any. It is no diſgrace (although a great inconveniencie) for a Gentleman to be poor, but to be illiterate or rude is a great blot to his Reputation. Education ſupplies all defects both of Birth, Riches and Honour. Amongſt the ſeveral parts of Learning I look upon Writing and Arithmetick not the leaſt; for thoſe who have neglected other Learning, are thereby in little time, and at ſmall charge made capable for any Imployment; the Pen is a certain Refuge when Trades fail; you will rarely ſee any ſober Perſon ſo qualified in want. This I adviſe, not that I think you ignorant of what is proper, but onely for the love I bear to theſe young Gentlemen, which is the duty of,

London,
March 12.
168$\frac{5}{6}$.

Your moſt obliged humble Servant,

A Let-

A Letter of Advice from a Father to a Son.

YOU are now of Age ſufficient (Son) to govern your ſelf, I have diſcharg'd my duty according to my ability; and ſince you are to act for your ſelf in this troubleſome World, I adviſe you, firſt, to be religious; ſhew it rather in your Actions than your Words: be alſo loyal to your King; obedience to your Prince is part of your duty towards God. Secondly, Behave your ſelf obligingly to all men, eſpecially your Neighbours both inferiours and equals; diſoblige none willingly, for one man diſoblig'd will take more pains to be reveng'd, than an hundred perſons, you have obliged, will do to be thankful. Thirdly, Let your Expences be rather within, than either equal to, or above your Eſtate. It's better to have ſufficient to keep up a middle rank, than to be forced to run in debt to maintain a higher. It is a great inconveniency to be in debt, but if you muſt, keep your word ſacredly; if you expect Reputation. Fourthly, Shun all Quarrels, Gaming and Law-ſuits, and do every thing with a cheerful Countenance and fair Language. Laſtly, Shun evil and extravagant Company, uſe honeſt and harmleſs Recreation; the reſt I refer to your own diſcretion. Theſe things well conſidered will be the means of a comfortable life and a happy end; which that you may have, and all good Chriſtians, ſhall be the hearty Prayers of,

Your loving Father,

Tr. P.

Forms of Bills, Bonds, Acquittances, &c. by which ſuch Writings may be made on occaſion.

A ſhort Bill of Debt.

March 13. 168⅞.

BOrrowed and Received of *James Lawſon* the Sum of Ten Pounds *Engliſh* Money, which I do hereby promiſe to pay to him or his order upon demand; witneſs my Hand, Day and Year above-written.

Thomas Howard.

A Bill of Debt.

KNow all men by theſe preſents, that I *Henry Compton* of the Pariſh of Saint *James's Weſtminſter*, and County of *Middleſex*, Gentleman, do ow and am indebted unto *Thomas Stevinſon* of the Pariſh of Saint *Martin's in the Fields*, and County aforeſaid, Scrivener, The Sum of Twenty Pounds of good and lawful Money of *England*, to be paid to the aboveſaid *Thomas Stevinſon*, his Heirs, Executors, Adminiſtrators or Aſ-

ſigns,

ſigns, in and upon the ſecond day of *June* next enſuing the date hereof, without fraud or farther delay: For the which payment well and truly to be made, I bind me, my Heirs, Executors and Adminiſtrators in the penal Sum of Forty Pounds of like Money of *England*, firmly by theſe Preſents. In witneſs whereof I have hereunto ſet my Hand and Seal the firſt day of *March*, 168½.

Signed, ſealed and delivered in the preſence of

John Templer,
Richard Johnſon.

Henr. Compton.

An Obligation with a Condition.

NOverint Univerſi per præſentes me Johannem Trant, *de Parochia Sancti* Margaretæ *de* Weſtm. *& Com.* Midd. *Clericum, Teneri & firmiter obligari* Edwardo Tomlinſon *de eadem Parochia & Com. Generoſo in Ducent. Libris bonæ & legalis Monetæ* Angliæ, *Solvend. eidem* Edwardo Tomlinſon *aut ſuo certo Attornato Executoribus, Adminiſtratoribus vel Aſſignatis ſuis, ad quam quidem ſolutionem bene & fideliter faciendam obligo me, Hæredes, Executores & Adminiſtratores meos firmiter per præſentes, Sigillo meo ſigillat. dat. ſexto die* Aprilis, *Anno Regni Regis* Jacobi *II. Dei Gratia Magnæ* Britanniæ, Fran. *&* Hib. *Secundo Annoq; Dom.* 1686.

The

THE Condition of this Obligation is ſuch, That if the above-bounden *John Trant*, his Heirs, Executors, Adminiſtrators or Aſſigns ſhall well and truly pay or cauſe to be paid to the above-named *Edward Tomlinſon*, his Heirs, Executors, Adminiſtrators the full ſum of One hundred pounds, with lawful Intereſt of good and lawful Money of *England*, in and upon the ſeventh day of *July* next enſuing the date hereof, at, or in the Dwelling-houſe of the ſaid *Edward Tomlinſon* without fraud or farther delay, that then this preſent Obligation ſhall be void, and of no effect, or elſe to remain in full force and virtue.

Signed, ſealed and delivered in the preſence of

John Trant.

Tho. Manly,
Robert Jacobs.

An Obligation in Engliſh.

KNow all men by theſe Preſents, that I *Thomas Hunter* of the Pariſh of St. *Martins in the Fields*, and County of *Middleſex*, Gent. am holden, and firmly do ſtand bound unto *James Howel* of the Pariſh of Saint *James's Weſtminſter*, and County aforeſaid, Grocer, in the Sum of Forty Pound of good and lawful Money of

of *England*, to be paid unto the ſaid *James Howel*, his certain Attorney, his Executors, Adminiſtrators or Aſſigns whatſoever; to the which payment well and truly to be made, I do hereby bind my ſelf, my Heirs, Executors and Adminiſtrators firmly by theſe Preſents; ſealed with my Seal. Dated the firſt day of *May*, in the Second Year of the Reign of our Sovereign Lord King *James* the Second, in the Year of our Lord 1686.

THE Condition of this Obligation, *&c.*

Upon payment of all Bonds, Bills, Accounts or Bargains whatſoever, it is proper to take an Acquittance, beſides ſeeing the Account, Bill or Bond cancell'd or croſs'd; and where Money is paid in part, onely make mention, ſo much paid in part of ſuch a Debt, Bill, Bond or Account; but when you pay a man all you ow him, it's very fit to take a general Releaſe or Acquittance.

A ſhort Acquittance.

May 1. 1686.

REceived then of *Abraham Baldwin*, the ſum of Twenty Pounds in full for Goods bought by him of me; I ſay, received in full for Goods and all other Accounts, Debts, Dues and Demands which in Law, Juſtice or Equity I can any ways demand of him preceding the date hereof, witneſs my Hand, Day and Year above-written.

A General

A General Releaſe.

BE it known unto all men by theſe Preſents, That I *William Chalmer* of the Pariſh of St. *Martins in the Fields*, and County of *Middleſex*, Gent. have remiſed, releaſed and quitclaimed, and by theſe Preſents, do for me, my Heirs, Executors, Adminiſtrators and Aſſigns, remiſe, releaſe, and for ever quitclaim unto *Edward Bromley*, his Heirs, Executors, Adminiſtrators and Aſſigns, all, and all manner of Actions, Suits, Cauſes and Accounts, Debts, Duties, Reckonings, Sum and Sums of Money, Controverſies, Judgments, Executions and Demands whatſoever, which I the ſaid *William Chalmer* ever had, or which I, my Heirs, Executors, Adminiſtrators and Aſſigns, or any of us, in time to come, can or may have, to, for, or againſt the ſaid *Edward Bromley*, his Heirs, Executors, Adminiſtrators or Aſſigns, for, or by reaſon of any matter, cauſe or thing whatſoever preceding the date hereof. In witneſs whereof I have hereunto put my Hand and Seal the fourteenth day of *July*, in the ſecond Year of the Reign of our Soverain Lord King *James* the Second, and in the Year of our Lord 1686.

Signed, ſealed and delivered in the preſence of
Jo. Stuart,
Fr. Dalton.

Will. Chalmer.

A Bond

A

Choice Jewel

FOR

CHILDREN,

OR,

A Firm and Easie Foundation, laid for Reading of the Sacred Scriptures; With the Shorter Catechism (appointed by the General Assembly) in Syllables, whereby such may attain to true Spelling, and the ready Reading of the Catechism, and Scripture, or any *Latine* or *English* Book; comprehended in few Lessons, never extant before.

By *James Porterfield* School-Master in the City of *Edinburgh*.

EDINBURGH,
Printed by *John Reid*, at his Printing-House in *Bell's Wynd*, 1694.